

أستاذ

أحمد حمدي هاشم

ICT TEACHER

خبرة أكثر من 15 عامًا في تدريس مادة التكنولوجيا
في المدارس العربي والخاصة للغات والرسمية للغات

يُعلن عن

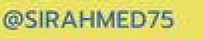
بدء الحجز
للعام الدراسي الجديد 2024-2025
في مادة تكنولوجيا المعلومات ICT
للصفوف الاتية:

- الرابع - الخامس - السادس الابتدائي.
- الاول الاعدادي.

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BY ENG. OSAMA YOUSSEF

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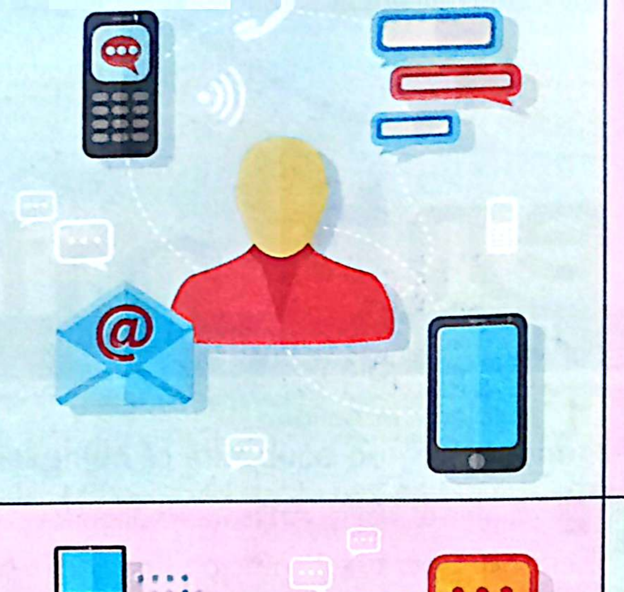
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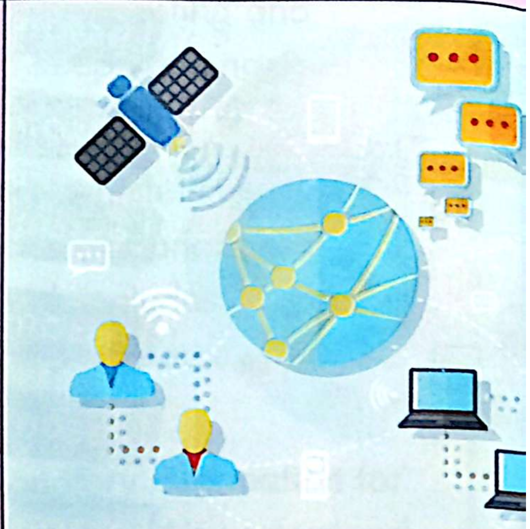
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Theme Lessons:

- Lesson 1 Explorer in Action
- Lesson 2 Ethics of Using Artificial Intelligence
- Lesson 3 E-Commerce
- Lesson 4 Communicating with Educational Service Providers
- Lesson 5 Computational Communication Tools
- Lesson 6 Programming and Digital Problems and How to Solve Them
- Lesson 7 Using Photo Editing Tools

Scope and Sequence



3 Digital Citizenship

Essential Question:
How can we use ICT in communication to share infrormation

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How to make technology more ethical • Practice creating ethical AI responses	**Learning to know:** evaluating; critical thinking	**Work values:** creativity **Personal values:** inclusion	**Globalization issues:** technological awareness; digital citizenship
LESSON 2 Ethics of Using Artificial Intelligence	• Explore the different types of AI in everyday use • Discuss the ethics that should be practiced by AI designers	**Learning to be:** respect for diversity; **Learning to live:** self-management	**Science values:** objectivity; appreciation of science and scholars	**Globalization issues:** digital citizenship; technological awareness
LESSON 3 E-Commerce	• What e-commerce is • The basic features of bonds and stocks	**Learning to work:** decision making	**Personal values:** independence	**Globalization issues:** digital citizenship; technological awareness
LESSON 4 Communicating With Educational Service Providers	• What educational service providers are • How to communicate with educational service providers	**Learning to live:** self-management; **Learning to work:** decision making	**Science values:** objectivity; **Work values:** co-operation; perseverance	**Globalization issues:** technological awareness; civilizational communication
LESSON 5 Computational Communication Tools	• The value of real-time communication • Write and share a report using video conferencing	**Learning to live:** communication	**Science values:** objectivity; **Work values:** co-operation; perseverance	**Globalization issues:** technological awareness; civilizational communication
LESSON 6 Programming and Digital Problems and How to Solve Them	• The purpose of different programming languages • Common digital problems and solutions	**Learning to work:** decision making; **Learning to know:** problem solving; **Learning to live:** communication	**Work values:** perseverance	**Globalization issues:** technological awareness
LESSON 7 Using Photo Editing Tools	• What image manipulation is and what it is used for • The advantages of using photo editing tools to show ideas.	**Learning to know:** problem solving; **Learning to live:** communication	**Science values:** appreciation of science and scholars	**Globalization issues:** digital citizenship; technological awareness

Lesson 2 Ethics of Using Artificial Intelligence

Artificial Intelligence (AI) • It is technology that is able to use human traits of problem-solving, reasoning, and decision-making to perform tasks.

الذكاء الاصطناعي (AI) هو تكنولوجيا قادرة على استخدام صفات البشر في حل المشكلات، والتفكير، واتخاذ القرارات لأداء المهام.

Some common AI tools that you may have used are:

Tool	Usage
Facial Recognition	To unlock your devices. لفتح أجهزتك
Navigation Apps	To guide you to a destination. لإرشادك إلى الوجهة
Smart Home Devices (such as smart thermostats)	To regulate temperature. لتنظيم درجة الحرارة
Digital Voice Assistants	To respond to questions/requests. تستجيب للأسئلة / الطلبات
Email Spam Filters	To prevent dangerous email from reaching your inbox. منع البريد الإلكتروني الخطير من الوصول إلى صندوق الوارد الخاص بك
Social Media Sites	To make connection suggestions to users. تقديم اقتراحات الاتصال للمستخدمين
Chat Windows on Websites	To provide responses from 'chatbots'. تقديم ردود من "chatbots"
Interactive Learning Programs	Is personalized for each user's unique abilities. مخصصة للقدرات الفريدة لكل مستخدم
Language Processing Tools	To provide information and even help you to formulate your writing or responses to something, from simple texts and emails, to coding, to essays and beyond. توفر معلومات حتى تساعدك في صياغة كتابتك أو ردودك على شيء ما، بدءًا من النصوص البسيطة ورسائل البريد الإلكتروني وحتى البرمجة والمقالات وما بعدها.

NOTE:

- Artificial intelligence (AI) depends on algorithms to teach it how to learn to problem-solve, use reasoning, and make decisions.

- يعتمد الذكاء الاصطناعي (AI) على الخوارزميات لتعليمه كيفية التعلم لحل المشكلات، واستخدام التفكير، واتخاذ القرارات.



Theme 3

The Code of Ethics for an AI Designer

قواعد الأخلاق لمصممي الذكاء الاصطناعي

Be Unbiased

Data should be based on fact, not opinion or personal views.

عدم التحيز: يجب أن تكون البيانات مبنية على الحقائق، وليس على الرأي أو الآراء الشخصية.

Be Inclusive

AI tools should be inclusive to all users, not just a select group.

الشمولية: يجب أن تكون أدوات الذكاء الاصطناعي شاملة لجميع المستخدمين، وليس فقط لمجموعة مختارة.

Be Transparent

Be willing to explain how the AI tools work.

الشفافية: كن على استعداد لشرح كيف تعمل أدوات الذكاء الاصطناعي.

Be Beneficial

AI tools should be used to help society, not to take advantage of it.

الإفادة: يجب استخدام أدوات الذكاء الاصطناعي لمساعدة المجتمع، وليس للاستفادة منه.

Be Accountable

If an AI tool doesn't work as it should:

- Admit the mistake
- Provide insight on what went wrong.
- Explain what is being done to fix it.

المسئولية: إذا لم تعمل أداة الذكاء الاصطناعي كما يجب: اعترف بالخطأ، قدم رؤية عن ما حدث خطأ، اشرح ما يتم القيام به لإصلاح الخطأ.

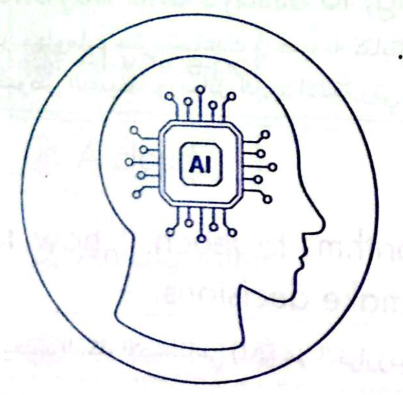
Be Protective

User privacy and security must be considered when designing AI tools.

التحفظ: يجب مراعاة خصوصية المستخدم وأمانه عند تصميم أدوات الذكاء الاصطناعي.

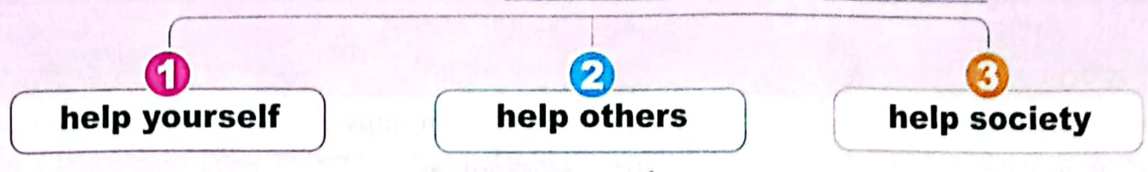
» Some people worry that they can't trust AI. Following previous ethics can help ease people's fears.

« يشعر بعض الأشخاص بالقلق من عدم قدرتهم على الثقة في الذكاء الاصطناعي. إن اتباع الأخلاقيات المذكورة أعلاه يمكن أن يساعد في تخفيف مخاوف الناس.





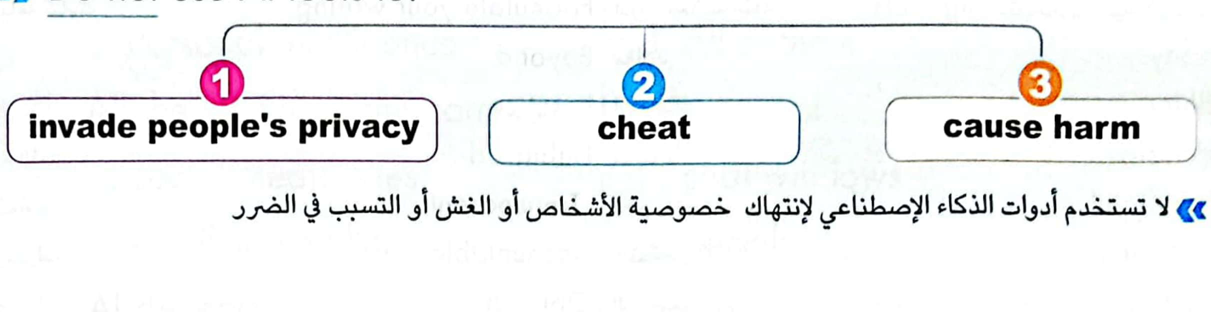
» As a users of AI, you should be ethical and use AI tools to:



« كمستخدم للذكاء الإصطناعي يجب أن تكون أخلاقياً

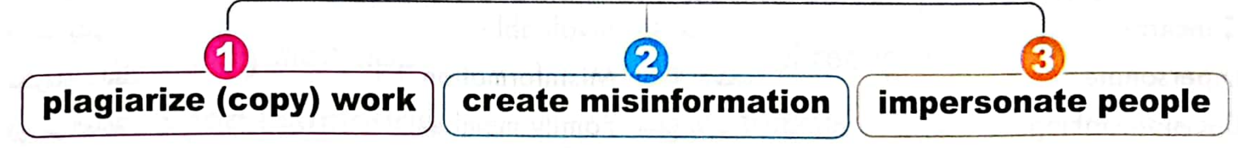
« استخدم أدوات الذكاء الاصطناعي لمساعدة نفسك ومساعدة الآخرين ومساعدة المجتمع.

» Do not use AI tools to:



« لا تستخدم أدوات الذكاء الإصطناعي لإنتهاك خصوصية الأشخاص أو الغش أو التسبب في الضرر

» Language Processing Tools can be invaluable resources of information. There are concerns that they can be used to:



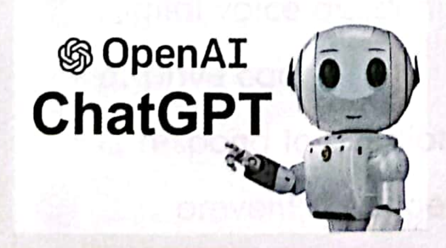
» It's up to you to protect yourself online, even with AI tools that seem helpful.

» Be sure the company or designer behind an AI tool you want to use is following a code of ethics.

« أدوات معالجة اللغة يمكن أن تكون مصادر معلومات لا تقدر بثمن. ومع ذلك، هناك مخاوف من إمكانية استخدامها من أجل

1 سرقة (نسخ) العمل، 2 إنشاء معلومات مضللة،

3 انتحال شخصية الأشخاص



« الأمر متروك لك لحماية نفسك عبر الإنترنت، حتى باستخدام أدوات الذكاء الاصطناعي التي تبدو مفيدة.

« تأكد من أن الشركة أو المصمم الذي أنتج أداة الذكاء الاصطناعي التي تريد استخدامها يتبع قواعد الأخلاق.

Exercises on Lesson 2

1 Choose the correct answer:

1. .... is/are technology that enable machines to use human traits of problem-solving machines. [القاهرة - بدر 2024]
   a. Human intelligence b. Artificial intelligence
   c. Personal intelligence d. All of them
2. All the following are common AI tools, except ....
   a. social media sites b. chat windows
   c. email spam filters d. pencils
3. AI depends on .... to learn problem-solving, reasoning, and decision-making. [القاهرة - عين شمس 2024] [الغردقة 2024]
   a. algorithms b. AR c. VR d. none of them
4. .... is/are AI tool(s) that used to unlock your device.
   a. Navigation apps b. Facial recognition
   c. Smart thermostats d. Chatbots
5. Navigation apps use .... to guide you to a destination.
   a. AI b. AR c. VR d. none of them
6. Smart thermostats are smart home devices that use AI to ....
   a. play music b. cook food
   c. regulate temperature d. clean the room
7. Digital voice assistants are primary used to ....
   a. drive cars b. cook food
   c. respond to questions/requests d. none of the previous
8. .... prevent(s) dangerous email from reaching your inbox.
   a. Navigation apps b. Facial recognition
   c. Chat windows d. Email spam filters

9 Social media sites use AI to suggest .... to users. [شرق الزقازيق 2024]

a. connections
b. devices
c. locations
d. none of them

10 Chat windows are AI tools that provide responses from ....

a. chatbots
b. algorithms
c. virtual reality
d. printers

11 Be .... means that the user privacy and security must be considered when designing AI tools. [الدقهلية 2024]

a. protective
b. accountable
c. unbiased
d. careful

12 .... helping you formulating your writing or responses.

a. Facial recognition
b. Navigation apps
c. Language processing tools
d. Chat windows

13 Data used in AI should be based on ....

a. opinions
b. facts
c. personal views
d. popular trends

14 Be .... is a part of the ethics of artificial intelligence designers.

a. accountable
b. biased
c. algorithm
d. all of them

[القاهرة - الشروق 2024]

15 .... means AI tools should be used to help society not to take advantage of it. [الفيوم 2024]

a. Be transparent
b. Be beneficial
c. Be unbiased
d. Be countable

16 .... uses human traits of problem solving, reusing and decision-making to perform tasks. [الجيزة - جنوب 2024]

a. AI
b. VR
c. AR
d. OS

2 Put (✓) or (✗):

1. AI tool designers and users shouldn't be ethical. [الدقهلية 2024] ( )
2. AI uses human traits like problem-solving to perform tasks. ( ) [الجيزة - الهرم 2024]
3. Digital voice assistants respond only to email messages. ( ) [شرق الزقازيق 2024]
4. AI tools should be inclusive to all users. ( )
5. Navigation apps use AR to guide you to a destination. ( )
6. Email spam filters aim to ensure dangerous emails reach your inbox. [القاهرة - عين شمس 2024] ( )
7. AI tools are not used in writing essays. ( )
8. Chatbots on websites provide responses through chat windows. ( )
9. It's not necessary to protect yourself online when using AI tools. ( )
10. User privacy and security are important when designing AI tools. ( ) [الإسكندرية - شرق 2024]
11. Transparency in AI tools involves hiding how they work. ( )
12. Don't use AI tools to invade people's privacy. [الفيوم 2024] ( )
13. AI tools should be beneficial and used to help society. ( )
14. Language processing tools never create misinformation. ( )
15. Artificial intelligence depends on algorithms to solve problems. ( ) [القاهرة - الشروق 2024] [الإسكندرية - العجمي 2024] [القاهرة - بدر 2024]
16. Language processing tools can provide information and even help you to formulate your writing. [الإسكندرية - المنتزه أول 2024] ( )
17. AI tools should be used to help society, not used to take advantage of it. [الإسكندرية - المنتزه ثان 2024] ( )



Help the robot match the code of ethics for AI designers to each column.

Inclusive	1	a	Help society, not to take advantages of it
Unbiased	2	b	Privacy and security must be considered.
Beneficial	3	c	Based on fact, not opinion.
Transparent	4	d	Serve all users equally.
Protective	5	e	Admit the mistake
Accountable	6	f	Explain how AI tools work

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Of the common AI tools is/are .... [الإسكندرية - وسط 2024]
   a. facial recognition
   b. chat windows
   c. navigation apps
   d. all of them

2. Which of the following ethics should be practiced by AI designers?
   a. Being inclusive
   b. Monopoly
   c. a and b
   d. None of them
   [الإسكندرية - المنتزه ثان 2024]

3. Smart thermostats are used to ....
   a. cook food
   b. regulate temperature
   c. unlock devices
   d. check email

4. 🔒.............................. is a free coding website for children.
   a. HTML
   b. Java
   c. Linux
   d. Scratch

5. Do not use AI tools to ....
   a. invalid people's privacy
   b. cheat
   c. cause harm
   d. all of them
   [القاهرة - الزيتون 2024]

6. Chat windows are .... tools that provide responses from chatbots.
   a. AI
   b. AR
   c. offline
   d. none of the previous

7. 🔒.............................. is (are) examples on voice-controlled virtual assistants.
   a. Siri
   b. Alexa
   c. Scratch
   d. Both a and b

2 Put (✓) or (✗):

1. Facial recognition is a common AI tool used to unlock devices. (   )
2. 🔒 Alexa is a voice-controlled virtual assistant designed by Google. (   )
3. 🔒 The AI persona can play games, shop online, and help you sleep. (   )
4. Data used in AI should be based on personal views. (   )
5. You can use AI tools to invade people's privacy. (   )
6. The creators of an AI tool need to follow a code of ethics. (   )
7. Chatbots are one of the tools of artificial intelligence (AI). [السويس 2024] (   )
8. A hard drive is an online data storage device for accessing data anywhere. (   )

Lesson 3 E-Commerce

E-commerce • It's the buying and selling of goods and services on the internet.

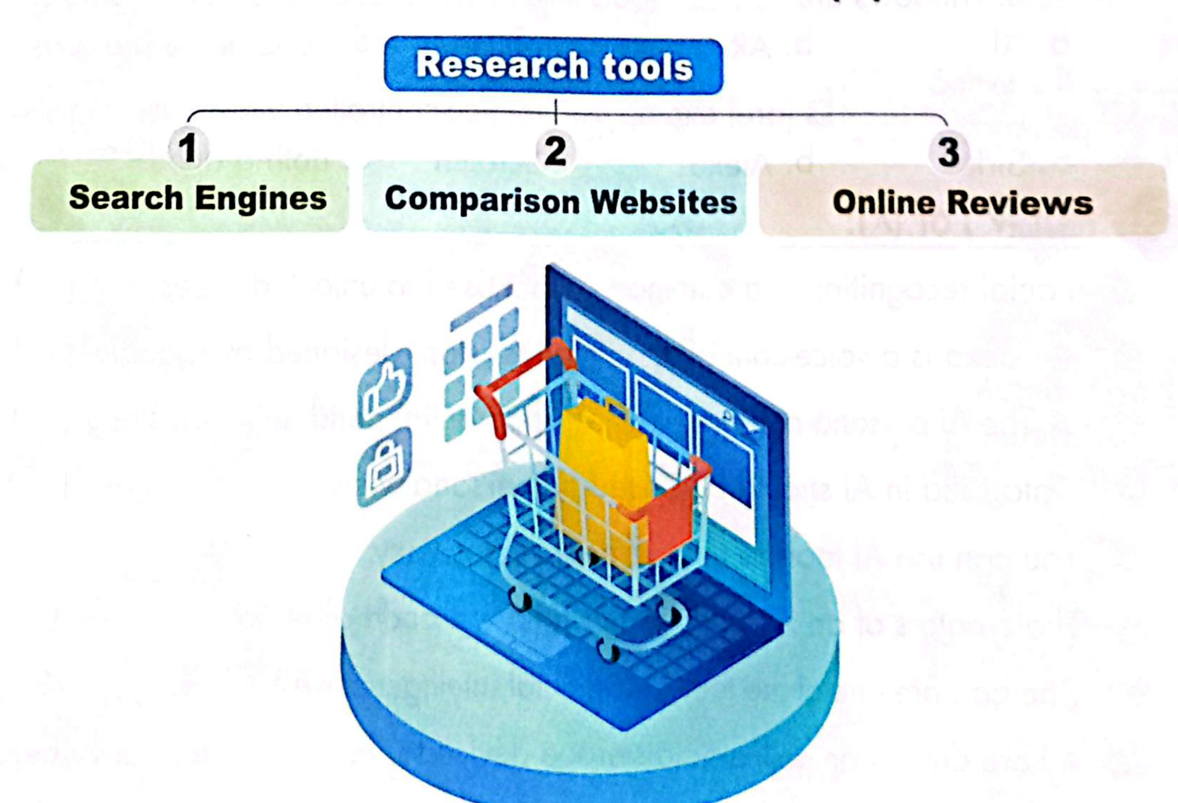
التجارة الإلكترونية: هي عملية شراء السلع والخدمات وبيعها عبر الإنترنت.

- There are many online shops. It can be a bit overwhelming for some consumers, as there is so much choice.
- Experienced consumers use technological research tools to help them make the best purchasing decisions.

- يوجد العديد من المتاجر عبر الإنترنت. وقد يسبّب هذا الكمّ من الخيارات ارتباكًا للمستهلكين.
- يستخدم المستهلكون الخبراء أدوات البحث التكنولوجي لمساعدتهم في اتّخاذ قرارات شراء أفضل.

Some technological research tools that can be used when shopping online.

بعض أدوات البحث التكنولوجي التي يمكن استخدامها عند التسوّق عبر الإنترنت.



SEARCH

1 Search Engines محركات البحث

- Search engines can be used to find information about anything, including product and website information.
- Search engines are important technological research tools. They provide articles about products and links to relevant shopping sites.
- They can help consumers make their decisions.
- For example:
  - If a consumer wants to shop for clothes that are suitable for the environment they live in,
  - A search engine will provide quick results, as well as a short description for each result for the consumer to click on and ultimately choose.

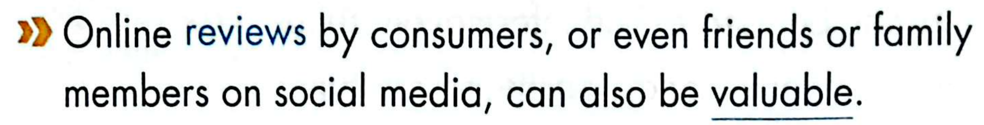
- يمكن استخدام محركات البحث للعثور على معلومات عن أيّ موضوع، بما في ذلك المعلومات عن المنتجات والمواقع الإلكترونية.
- تعد محركات البحث أدوات بحث تكنولوجية مهمة. تقدم مقالات حول المنتجات وروابط لمواقع التسوق ذات الصلة.
- يمكن أن تساعد المستهلكين في اتخاذ قراراتهم.
- فمثلًا، إذا أراد مُستهلِك شراء ملابس مناسبة للبيئة التي يعيش فيها، سيزوّده محرّك البحث بنتائج سريعة وبوصف موجز لكلّ قطعة ملابس، وما على المستهلك سوى النقر على هذه المعلومات واختيار إحدى القطع في نهاية المطاف.

2 Comparison Websites مواقع المقارنة الإلكترونية

- Consumers use comparison websites to help them compare products.
- Comparisons could be based on the price or quality of the product.
- For example:
  - If a consumer wants to buy a new laptop, they could use a comparison website.
  - They provide a range of laptops with a comparison of their features and price points.

- يستخدم المستهلكون مواقع المقارنة الإلكترونية للمقارنة بين المنتجات من حيث السعر أو الجودة.
- فمثلًا، إذا أراد مُستهلِك شراء كمبيوتر محمول جديد، يمكنه استخدام موقع مقارنة إلكتروني أو تطبيق مقارنة يعرض له مجموعة من أجهزة الكمبيوتر المحمولة، مع مقارنة لميزاتها المختلفة وأسعارها.

Theme 3



3 Online Reviews التقييمات عبر الإنترنت



- Online reviews by consumers, or even friends or family members on social media, can also be valuable.
- Most websites share user reviews for products.
- Consumers need to be careful. Some reviews may be fake or exaggerated.
- Information from family and friends is always a helpful way to evaluate potential purchases.

- يمكن لتقييمات المستهلكين عبر الإنترنت، أو حتّى تقييمات الأصدقاء وأفراد من الأسرة عبر مواقع التواصل الاجتماعي، أن تكون أيضًا قيّمة.
- تشارك معظم المواقع الإلكترونية تقييمات المستهلكين للمنتجات.
- لا بدّ أن يتوخّى المستهلكون الحذر؛ إذ بعض التقييمات مزيّفة أو مبالغ فيها.
- تبقى التوصيات الشفوية من الأُسرة والأصدقاء دائمًا وسيلة مساعِدة في تقييم عمليات الشراء المحتملة.

Stocks and Bonds الأسهم والسندات



Stock Exchange • A market where people can buy and sell shares, called stocks.

البورصة: سوق يستطيع الناس من خلالها شراء وبيع الأسهم.

- Shares: Equal parts into which the ownership of a company is divided.
- Stocks/shares give the individual a percentage of ownership in a company.

- الأسهم: أجزاء متساوية يتم تقسيم ملكية الشركة إليها. « الأسهم تمنح الفرد نسبة في ملكية الشركة.

- The individual makes or loses money depending on the company's performance and activity. This process can be quite risky.
- Companies may lose business and money because of competitors or reviews.
- Negative online news stories (including rumors and lies) can also affect companies' business.
- Companies can also sell bonds to help raise money.

- يكسب الفرد المال أو يخسره حسب أداء الشركة ونشاطها. هذه العملية يمكن أن تكون محفوفة بالمخاطر.
- قد تخسر الشركات أعمالها وأموالها بسبب المنافسين أو التقييمات. يمكن أن تؤثر القصص الإخبارية السلبية عبر الإنترنت (بما في ذلك الشائعات والأكاذيب) أيضًا على أعمال الشركات.
- يمكن للشركات أيضًا بيع السندات للمساعدة في جمع الأموال.

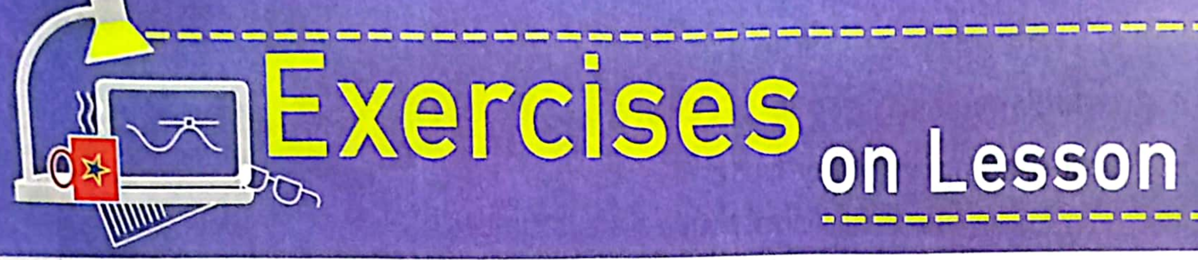
- Individuals may choose to purchase stocks to support a company they trust.
  - For example:

    a person who wants to help the environment might want to invest in a green company that helps preserve the environment.
- Stocks and bonds can be bought, managed, and sold through websites.
- This way people can have more control over their financial decisions.

- يمكن للأفراد اختيار شراء الأسهم لدعم الشركة التي يثقون بها. على سبيل المثال، قد يرغب الشخص الذي يريد مساعدة البيئة في الاستثمار في شركة خضراء تساعد في الحفاظ على البيئة.
- يمكن شراء الأسهم والسندات وإدارتها وبيعها عبر المواقع الإلكترونية. بهذه الطريقة يمكن للناس أن يكون لديهم سيطرة أكبر على قراراتهم المالية.

أهم الكلمات والمصطلحات

E-commerce	التجارة الإلكترونية	Goods	بضائع
Services	خدمات	Overwhelming	ارتباك
Consumers	مستهلكون	Experienced consumers	المستهلكون ذوو الخبرة
Purchasing decisions	قرارات الشراء	Search engines	محركات البحث
Articles	مقالات	Relevant shopping sites	مواقع التسوق المناسبة
Suitable	مناسب	Short description	وصف قصير
Ultimately	في نهاية المطاف	Comparison websites	مواقع المقارنة
Features	ميزات	Quality of the product	جودة المنتج
Online reviews	التقييمات عبر الإنترنت	Valuable	قيم
Fake	مزيف	Exaggerated	مبالغ فيه
Evaluate potential purchases	تقييم عمليات الشراء المحتملة	Stocks and bonds	الأسهم والسندات
Stock exchange	البورصة	Ownership of the company	ملكية الشركة
The individual	الفرد	Company's performance	أداء الشركة
Quite risky	محفوفة بالمخاطر	Companies	شركات
Competitors	المنافسون	Bonds	سندات
Purchase stocks	شراء الأسهم	Invest	يستثمر
Preserve the environment	الحفاظ على البيئة	Financial decisions	القرارات المالية



1 Choose the correct answer:

1. .... is the buying and selling of goods and services on the internet.
   a. E-commerce
   b. E-learning
   c. Stock exchange
   d. None of them
   [القاهرة - بدر 2024]

2. A market for buying and selling stocks is called ....
   a. super market
   b. stock exchange
   c. bonds
   d. none of them
   [القاهرة - عين شمس 2024]

3. Consumers use .... to help them compare products depends on quality and price.
   a. search engines
   b. comparing websites
   c. switch
   d. Word program
   [القاهرة - عين شمس 2024]

4. Comparisons could be based on the .... of the product.
   a. price
   b. quality
   c. a and b
   d. none of the previous

5. Experienced consumers use ...... to help them make purchasing decisions.
   a. research tools
   b. guesses
   c. by luck
   d. none of the previous

6. Companies can sell .... to raise money.
   a. stocks
   b. reviews
   c. bonds
   d. competitors

7. If you want to buy a laptop and use a comparison website, it provides the .... of laptops.
   a. features
   b. prices
   c. stocks
   d. a and b

8 Consumers should be careful because some reviews may be ....

a. trusted
b. fake
c. exaggerated
d. b and c

9 .... can be used to find information about anything. [القاهرة - المستقبل 2024]

a. Browsers
b. WWW
c. Search Engines
d. Emails

10 .... are equal parts into which the ownership of a company is divided.

a. Reviews
b. Bonds
c. Shares
d. Coins

[القناطر الخيرية 2024]

11 Consumers use comparison websites to ....

a. compare products
b. read news
c. play games
d. watch videos

12 Information from family and friends is always a .... way to evaluate products.

a. fake
b. untrusted
c. helpful
d. none of the previous

13 A person who wants to help the environment invest in .... company.

a. fast food
b. green
c. blue
d. tobacco

14 .... by consumers on social media can be valuable.

a. Stocks
b. Reviews
c. Bonds
d. None of them

[القاهرة - الزيتون 2024]

2 Put (✓) or (✗):

1 E-commerce involves only buying and selling goods. ( )

2 The stock exchange is a market where people can buy and sell products. [الإسكندرية - المنتزه ثان 2024] ( )

3 Comparison websites are only based on the color of the product. (   )

4 Reviews by family and friends are useful in evaluating products. (   )

5 The shares of the company are unequal parts into which the ownership of the company is divided. [القاهرة - المعادي 2024] (   )

6 Search engines can only provide information about product prices. (   )

7 Experienced consumers do not use technological research tools to help them make the best purchasing decision. [الإسكندرية - المنتزه أول 2024] (   )

8 Companies may sell bonds to raise money. [الإسكندرية - المنتزه أول 2024] (   )

9 Search engines do not provide links to relevant shopping sites. (   )

10 Stocks and bonds can be bought and sold through websites. (   )

11 Online reviews are always accurate and trustworthy. (   )

12 Consumers use comparison websites to help them compare products. [الدقهلية 2024] (   )

13 Stocks/shares do not involve any risk. (   )

14 Search engines can be used to find information about anything. (   ) [دمياط 2024]

3 Complete the missing parts using the words between the brackets:

(comparison websites- fake - E-commerce - quality – Search engines)

1 Some reviews may be .... to prompt you to buy a product.

2 You can use .... to help you compare products.

3 .... is the buying and selling of goods and services online. [الإسكندرية - العجمي 2024]

4 .... are research tools that give links to relevant shopping sites.

5 Comparison website compare products based on price, or ....



Help the Robot to know the correct information about stock exchange.

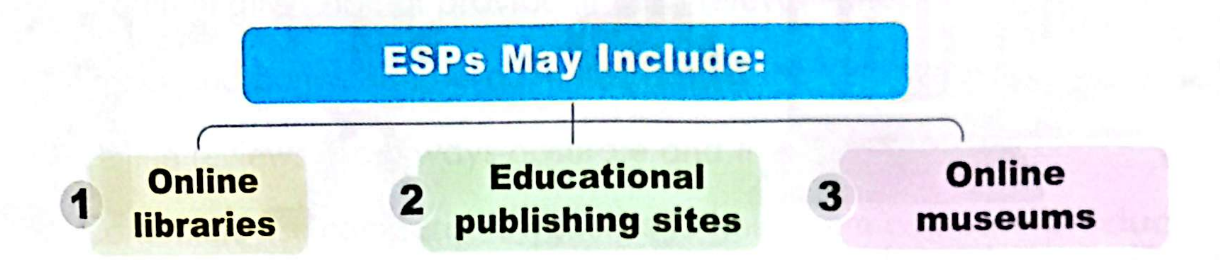
	✓	✗
1. The stock exchange is a market where people can buy and sell products.		
2. Shares represent equal parts of a company's ownership.		
3. Companies may sell bonds to raise money.		
4. Stocks and bonds can be bought, managed, and sold through websites.		
5. Stocks/shares do not involve any risk.		
6. The stock exchange is a market where people can buy and sell shares called stocks.		

Lesson 4 Communicating with Educational Service Providers

Educational Service Providers (ESPs): They are sources of information that a student can potentially learn from.

مقدّمو الخدمات التعليمية مصادر للمعلومات يمكن للتلاميذ التعلّم منها.

» They include both profit and non-profit organizations that provide educational support.



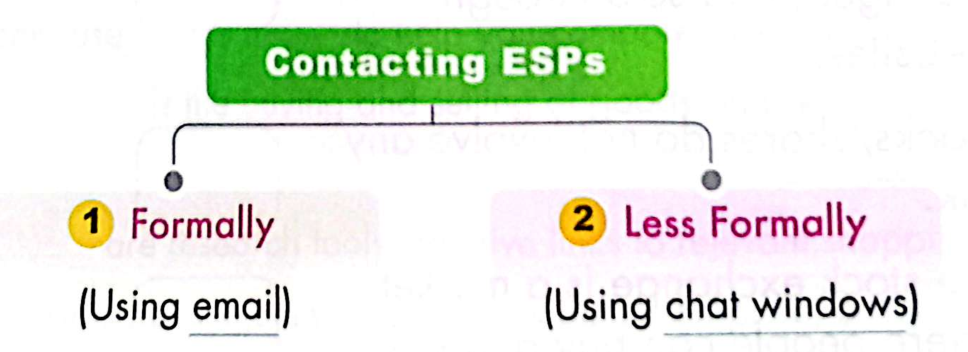
Examples of ESPs:

1. Alexandria Library
2. Egyptian Knowledge Bank (EKB)



« يشمل مقدّمو الخدمات التعليمية كلًّا من المنظّمات الربحية وغير الربحية التي تقدّم الدعم التعليمي.

« وقد تشمل المكتبات عبر الإنترنت ومواقع النشر التعليمية والمتاحف الافتراضية. وتجدر الإشارة إلى أنّ مكتبة الإسكندرية وبنك المعرفة المصري هما مقدّما خدمات تعليمية.



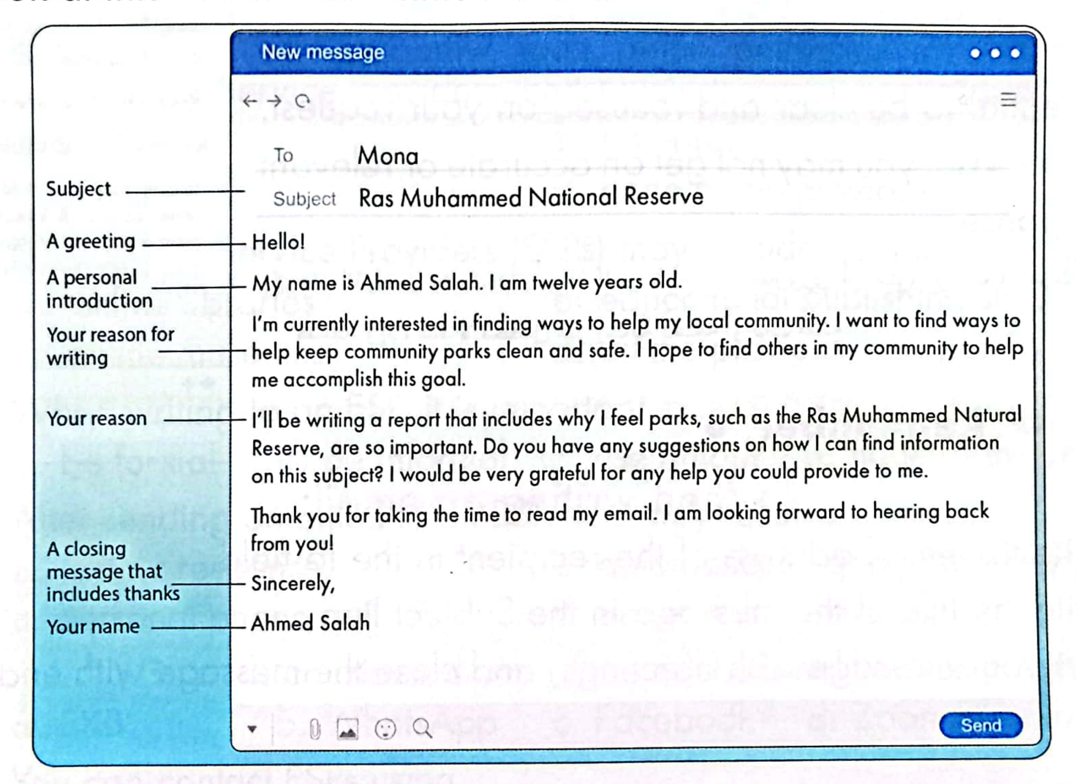
1 Email البريد الإلكتروني

- You can contact ESPs to help you with research or other educational needs. **For example**, you can send an email request.
- It's important to be formal when writing to an ESP.

« يمكنك التواصل مع مقدّمي الخدمات التعليمية لمساعدتك في البحث أو أيّ احتياجات تعليمية أخرى. فيمكنك مثلًا، إرسال طلب عبر البريد الإلكتروني.

« من المهم أن تكون رسالتك رسمية عند الكتابة لمقدمي الخدمات التعليمية.

- Look at this email from Ahmed Salah.



- Sometimes you may get an automatically generated reply thanking you for your email and letting you know when you will receive a reply.

« في بعض الأحيان، قد تتلقى ردًّا يتم إنشاؤه تلقائيًّا يشكرك على بريدك الإلكتروني، ويخبرك بموعد تلقي الرد.

2 Chat windows نوافذ الدردشة



- You can also communicate with some ESPs using chat windows if they are included on their website.
- You can be less formal. But you must still be polite and clear in your request.

» Chat windows usually have chatbots for responses.

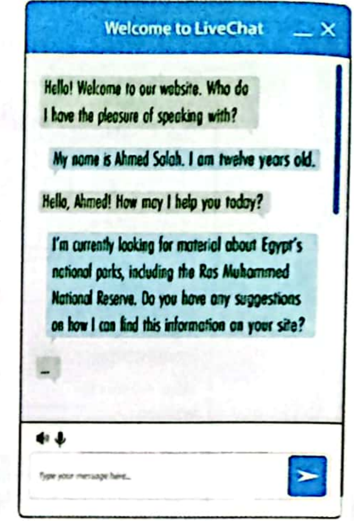
« يمكنك أيضًا التواصل مع مقدّمي الخدمات التعليمية (ESP) من خلال نوافذ الدردشة، إذا كانت متوفرة على موقع الويب الخاص بهم.

« هنا، يمكنك أن تكون أقل رسمية. إنّما يجب أن تظل مهذبًا وواضحًا في طلبك.

« تحتوي نوافذ الدردشة عادة على روبوتات المحادثة للردّ على الطلبات.

Chatbots • They aren't real people; they are artificial intelligence (AI) computer programs designed to respond to questions online.

روبوتات المحادثة ليست أفرادًا حقيقيين، إنّما برامج كمبيوتر تعمل بالذكاء الاصطناعي ومصمّمة للردّ على الأسئلة عبر الإنترنت.



» When communicating using chat windows, it's essential to be clear and focused on your request. Otherwise, you may not get an accurate or relevant response.

« عند التواصل باستخدام نوافذ الدردشة، من الضروري أن تكون واضحًا ومركزًا في طلبك. وإلا، فقد لا تحصل على إجابة دقيقة أو ذات صلة.



Remember

When writing an email:

- Write the email address of the recipient in the To field.
- Write the title of the message in the Subject line.
- Start your message with greetings, and close the message with endings.

أهم الكلمات والمصطلحات

Educational service providers (ESPs)	مقدمو الخدمات التعليمية	Profit and non-profit organizations	المنظمات الربحية وغير الربحية
Accomplish this goal	تحقيق هذا الهدف	Potentially	ربما
Contact ESPs	الاتصال بـ ESPs	Publishing sites	مواقع النشر
Otherwise	خلاف ذلك	Well-known	معروف
Suggestions	اقتراحات	Formal	رسمي
Closing message	رسالة الختام	Chatbots	روبوتات الدردشة
Subject	الموضوع	Essential	ضروري

Exercises on Lesson 4

1 Choose the correct answer:

1. .... are sources of information which a student can potentially learn from. [القاهرة - بدر 2024]
   a. ISPs b. ESPs c. WSPs d. LSPs

2. You can communicate with ESPs ....
   a. formally b. less formally
   c. a and b d. none of them [القليوبية 2024]

3. Educational Service Providers (ESPs) include .... organizations.
   a. profit b. non-profit
   c. a and b d. none of the previous

4. Educational Service Providers (ESPs) may include ....
   a. online libraries b. educational publishing sites
   c. online museums d. all the previous [القناطر الخيرية 2024]

5. When writing to an ESP, it is important to ....
   a. be formal b. be informal c. use emojis d. none of the previous

6. After sending an email to an ESP, you may receive ....
   a. instant response b. automatically generated reply
   c. personal phone call d. none of the previous

7. .... is considered one of the educational service providers.
   a. EKB b. WhatsApp c. Facebook d. Zoom [الغردقة 2024]

8. You can contact ESPs using ....
   a. emails b. chat windows c. phone call d. a and b

9. .... aren't real people, but AI computer programs designed to respond to questions online. [الإسكندرية - برج العرب 2024]
   a. Conusumers b. Chatbots c. Bonds d. Hackers

10. You can contact ESPs formally using ....
    a. emails b. chat windows c. Facebook d. SMS

11. When writing an email, you should write the title of the message in the ....
    a. To field b. Subject line
    c. CC field d. none of the previous

12 Which element is not typically included in a formal email to an ESP?
a. Title of the message
b. Greetings
c. Emojis
c. Email address

2 Put (✓) or (✗):

1 ESPs include only the non-profit organization that provide educational support. [الإسكندرية - العجمي 2024] (   )

2 ESPs stand for Educational Services Providers. [الإسكندرية - وسط 2024] (   )

3 When writing to an ESP, it's not important to be formal. (   )

4 Contacting ESPs more formally involves using chat windows. (   )

5 Online museums can be considered as ESPs. (   )

6 The only way to contact ESPs is through email. (   )

7 Chat windows usually have chatbots for responses. (   )

8 Chatbots are real people responding to questions online. (   )

9 Be formal when contacting educational service providers. (   )
[القناطر الخيرية 2024]

10 When writing an email, it is necessary to include greetings and closing messages. (   )

11 You can contact ESPs to help you with research or other educational needs. [دمياط 2024] (   )

12 When communicating using chat windows, it's essential to be as clear and focused in your request as possible. [الإسكندرية - المنتزه ثان 2024] (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Educational Service Providers	a. are used to communicate with some ESPs less formal.
2 Email	b. they are examples of ESPs.
3 EKB and Alexandria Library	c. they are sources of information used to learn from it.
4 Chatbots	d. is used to communicate with some ESPs formally.
5 Chat windows	e. they are AI apps designed to respond to questions online.

1 .... 2 .... 3 .... 4 .... 5 ....

Play with PONY



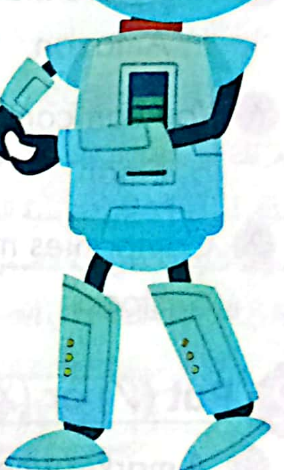
Help the Robot choose the best method to contact ESPs for each case.



- You can be less formal.
- You must still be polite and clear in your request.
- It usually has chatbots.
- It is essential to be focused on your request.

This is: ....







- It is important to be formal.
- Sometimes you may get an automatically generated reply thanking you.
- It should start with greetings.
- It should close with endings.

This is: ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Students can use .... to study and do research. [الجيزة - جنوب 2024]
   a. ISPs b. ESPs c. EDU d. Facebook
2. A person who wants to help the environment invest in .... company.
   a. fast food b. green c. blue d. tobacco
3. Buying bicycle on the internet refers to .... [القاهرة - الشروق 2024]
   a. AI b. e-commerce c. inclusive d. shares and bonds
4. Consumers use comparison websites to .... products
   a. sell b. buy c. compare d. none of the previous
5. There are many online shops as .... store. [الجيزة - الهرم 2024]
   a. Amazon b. share c. information d. EKB
6. You can contact ESPs using ....
   a. email b. chat windows c. video chats d. a and b
7. Companies may sell .... to raise money. [القليوبية 2024]
   a. stocks b. reviews c. bonds d. competitors

2 Put (✓) or (✗):

1. A market where people can purchase and sell stocks is called supermarket. [الإسكندرية - العجمي 2024] ( )
2. Chatbots are real individuals answering online requests. ( )
3. Most commercial websites do not share user reviews for products. ( )
4. Educational publishing sites can be considered as ESPs. ( )
5. Search engines are not important when purchasing. ( )
6. Be formal when contacting educational service providers. ( )
7. Consumers are overwhelmed due to the limited options in online shops. [القليوبية 2024] ( )
8. Online reviews are always reliable. ( )

Lesson 5 Computational Communication Tools

- You have learned about cloud computing and used some of its tools in the first semester.
- There are other tools of cloud computing that you can use to communicate with everyone at the same time.
- This can be done by using digital tools:

Digital communication tools include:

1. Video Chats
2. Live Television Shows
3. Instant Chat Rooms



- Real-time communication often allows you to get your message across in a more engaging way.
- This is especially true when communicating via a video conference.

- تعرفت على الحوسبة السحابية واستخدمت بعض أدواتها في الفصل الدراسي الأول.
- هناك أدوات أخرى للحوسبة السحابية يمكنك استخدامها للتواصل مع الجميع في نفس الوقت.
- أدوات التواصل الرقمية تتضمن محادثات الفيديو، والبرامج التلفزيونية المباشرة، وغرف الدردشة الفورية.
- يتيح لك التواصل الفوري إيصال رسالتك بطريقة تفاعلية أكثر، لا سيّما عند التواصل عبر مؤتمرات الفيديو.

Video Conferencing Platforms

- Two popular video conferencing platforms are:





1. Microsoft Teams
2. Google Meet

- While there may be some variety in terms of how each platform runs, the basic tools are similar.

- أشهر منصّتين لمؤتمرات الفيديو هما مايكروسوفت تيمز وجوجل مييت.
- على الرغم من الاختلافات الطفيفة في وظائف كلّ منصّة، فإنّ الأدوات الأساسية التي تقدمهما متشابهة.

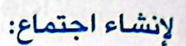


Using Google Meet

1 To Create a Meet:

- Click on New Meeting.
- Then, click on the option:
  - Start a Meeting Instantly.

  or
  - Create a Meeting for Later.
- Once you have created your meeting:
  1. Copy the meeting link that Google provides.
  2. Share it with the meeting participants.



لإنشاء اجتماع:

- اضغط على خيار "اجتماع جديد" ثمّ اضغط على الخيار الذي يناسبك (بدء اجتماع على الفور أو إنشاء اجتماع لوقت لاحق).
- بمجرّد إنشائك الاجتماع، انسخ رابط الاجتماع الذي يوفّره جوجل، وشارِكه مع المشاركين في الاجتماع.

2 To Join a Meet:

- There are two ways you can join a meeting:
  1. You can copy and paste the invite link into your browser.
  2. You can also enter the link into the "Enter a code or link" field.
- Then, click Join.

للانضمام إلى اجتماع هناك طريقتان:

1. يمكنك نسخ رابط الاجتماع ولصقه في متصفّحك.
2. أو إدخال الرابط في حقل "إدخال رمز أو رابط" ثمّ النقر على الزرّ "انضمام".

- Once you're in the Meet, you will be asked to approve the use of the microphone and camera.
- Click on the microphone icon for audio and the camera icon for video.
- To turn either off, just click on the icon again.

- بمجرّد انضمامك إلى الاجتماع، ستُطلب منك الموافقة على أذونات للميكروفون والكاميرا.
- انقر على رمز الميكروفون لتشغيل الصوت وعلى رمز الكاميرا لتشغيل الفيديو.
- ولإيقاف أيّ منهما، ما عليك سوى النقر على الرمز المعني مرّة أخرى.

3 Before Communicating via a Video Conference:

- Remember to double-check your connection and software.
- Fix any glitches.

قبل التواصل عبر مؤتمر فيديو:

- تذكَّرْ أن تتحقّق من اتّصالك بالإنترنت ومن البرامج،
- أصلِح أيّ عطل.

4 During Your Video Conference:

- Participants will be able to see you unless you turn off your camera.

1. Dress appropriately,
2. Be sure to smile and appear friendly.
3. Check that your microphone is on when you're speaking,
4. Mute microphone when you're not speaking.
5. Refer to your notes as necessary.
6. Always look up and speak while looking at the camera.

أثناء مؤتمر الفيديو تذكَّر الآتي:

بإمكان المشاركين رؤيتك إلّا إذا أوقفت تشغيل الكاميرا.

1. ارتدِ ملابس مناسِبة.
2. وحافِظ على ابتسامتك وأظهر سلوكًا وديًّا.
3. تحقَّق من أنّ الميكروفون شغّال عند التحدث.
4. اكتم الصوت عند عدم استخدامه.
5. راجِع ملاحظاتك عند الحاجة.
6. احرص على النظر مباشرة إلى الكاميرا أثناء التحدث.



5 After Your Video Conference:

- Send an email to follow up after the meeting.
- In your email, include a summary or a link to the recording of the meeting, if it was recorded.

بعد انتهاء مؤتمر الفيديو:

- أرسِل بريدًا إلكترونيًا للمتابعة بعد الاجتماع.
- في بريدك الإلكتروني، قم بتضمين ملخص أو رابط لتسجيل الاجتماع، إذا كان مسجلًا.



أهم الكلمات والمصطلحات

Real-time communication	التواصل الفوري	Cloud computing	الحوسبة السحابية
Instant chat room	غرفة الدردشة الفورية	Via	عبر
Conference	مؤتمر	Variety	تنوع
Instantly	فورًا	Provide	يوفر
Participants	مشاركون	Join	ينضم
Fix any glitches	أصلح أي عطل	Dress appropriately	ارتدِ ملابس مناسبة
More engaging way	طريقة أكثر جاذبية	Follow up	متابعة
Approve	يوافق	Turn either off	إيقاف أي منهما
The recording of the meeting	تسجيل الاجتماع	A summary	ملخص

Exercises on Lesson 5

1 Choose the correct answer:

1. There are many digital communication tools, such as ....
   a. video chats
   b. live TV shows
   c. instant chat room
   d. all the previous answers
2. To create a meet: click on .... Meeting. [القاهرة - المستقبل 2024]
   a. Open b. New c. Close d. Join
3. To join a meeting, copy and paste the invite link into your browser, then click .... [القليوبية 2024]
   a. Start b. Exit c. Join d. Connect
4. Once you're in the Meet, you should .... the use of the microphone and camera. [القناطر الخيرية 2024]
   a. turn off b. approve c. ignore d. remove
5. During your video conference, you should ....
   a. turn off your camera
   b. dress appropriately and smile
   c. ignore the participants
   d. leave the meeting
6. During your video conference, check your .... is on when you're speaking. [الجيزة - الهرم 2024]
   a. microphone b. camera c. screen d. keyboard
7. Real-time communication is often ....
   a. more expensive
   b. more engaging
   c. slower
   d. less reliable
8. Microsoft Teams is a platform used in .... [الإسكندرية - شرق 2024]
   a. Photo editor
   b. Video conference
   c. Create webpages
   d. Writing reports
9. After creating a meeting, you should .... the meeting link.
   a. copy b. share c. ignore d. both a and b
10. The basic tools in Microsoft Teams and Google Meet are ....
    a. similar b. different c. variable d. none of the previous
11. After your video conference, you should ....
    a. send an email to follow up
    b. delete the meeting link
    c. ignore the participants
    d. leave the meeting

12 After a meeting, you should attach a meeting .... in the follow-up email.
a. summary b. complaint c. recipe d. transcript

2 Put (✓) or (✗):

1 Cloud computing tools can be used for real-time communication. ( )
[القناطر الخيرية 2024]

2 Two popular video conferencing platforms are Microsoft Teams and Google Meet. [القاهرة - المعادي 2024] ( )

3 A video conference is not a means of real-time communication. ( )

4 There is no need to check the connection and software before a video call. ( )

5 There is only one way to join a Google Meet. [القاهرة - الزيتون 2024] ( )

6 Participants can see you if you turn off your camera. ( )

7 You should mute your microphone when you're speaking on video conference. [القاهرة - عين شمس 2024] ( )

8 A follow-up email after a video conference is unnecessary. ( )

9 You can't include a meeting recording link in your follow-up email. ( )

10 The basic tools in Microsoft Teams and Google Meet are different. ( )
[شرق الزقازيق 2024]

11 During the online meeting you can't turn off the microphone and camera.
[القاهرة - بدر 2024] ( )

12 You can include a summary of the meeting in your follow-up email ( )
[القليوبية 2024]

3 Complete the missing parts using the words between the brackets:

(New Meeting – turn on – video chats –
Google Meet – cloud computing)

1 The most popular video conferencing platform is .... [السويس 2024]

2 To create a Meet, click on ....

3 Participants will be able to see you if you .... your camera.

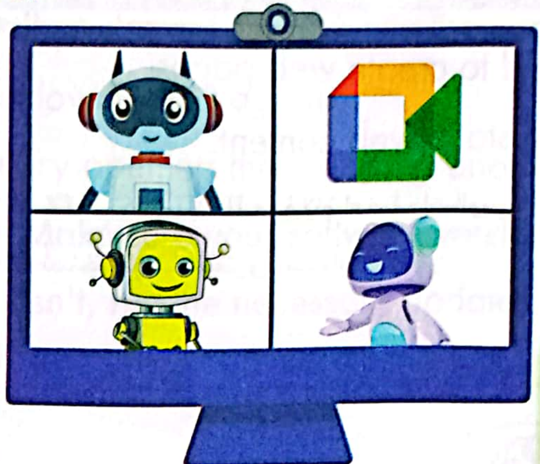
4 We can communicate with our friends through .... [الدقهلية 2024]

5 Digital tools include video chats and live TV shows are called ....
[الإسكندرية - العجمي 2024]



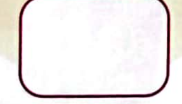


Help the robot prepare for his first Google Meet:
True or False?



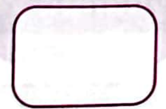


There is no need to check the connection before a video call. ☐

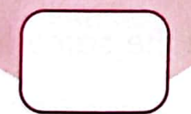


Participants can see you if you turn off your camera. ☐

You can join a meeting by entering the invite link. ☐



You should mute your mic when you are not speaking. ☐



You can turn off camera by clicking on the icon again. ☐



You can't include a summary of a meeting in your follow-up email. ☐

Sending a follow up email after a video conference is necessary. ☐

Google Meet is a video conferencing platform. ☐

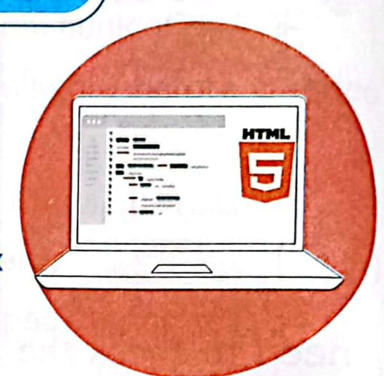


Lesson 6 Programming and Digital Problems and How to Solve Them

Programming Languages
- They are commands that are provided in sentences for writing computer programs.

لغات البرمجة: هي أوامر تُعطى على هيئة جُمل لكتابة برامج الكمبيوتر.

1 HyperText Markup Language (HTML):

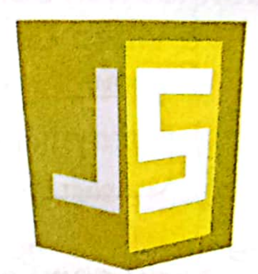


- It is commonly used to create web pages.
- It is used to create static web content.

« تُستخدم HTML عادة لإنشاء صفحات الويب.

« تُستخدم لإنشاء محتوى ويب ثابت.

2 JavaScript:



- It is used to create dynamic web content.

« تُستخدم لإنشاء محتوى ويب ديناميكي.

Static vs Dynamic Web Content

- Static web content is content that is set and remains the same for every user who visits the website.
- Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.

« محتوى الويب الثابت: المحتوى الذي يوضع ويظلّ على حاله لكل مُستخدِم يزور موقع الويب.

« محتوى الويب الديناميكي: المحتوى الذي يمكن تغييره بناء على تفاعلات المستخدِم مع التطبيق أو موقع الويب.



Common Digital Problems

Let's look at some common digital problems and possible solutions.

Problem	Possible Solutions
1 Corrupted file ملف تالف	• Check that the file was downloaded correctly. • If you're not sure, delete the corrupted file and download it again. • Try opening the file using another program. • Make sure your software version is up-to-date. If it isn't, run the necessary updates. • تأكَّدْ من أنّ الملفّ تم تحميله على نحو صحيح. • إذا لم تكن متأكّدًا، فاحذِف الملفّ التالف وأعِد تحميله. • حاوِل فتح الملفّ باستخدام برنامج آخر. • تأكَّدْ من أنّ البرنامج الذي تستخدمه مُحدَّث. وإذا لم يكن كذلك، أجرِ التحديثات اللازمة.
2 Device won't charge جهاز لا يشحن	• Make sure your charging cable is functioning. • If it isn't, replace it with a new cable. • Be sure there are no issues with your electricity or socket at home. • Check for dust and water in the charging port. • Clean the port or remove the water by following the instructions from your device's provider. • تأكَّدْ من أنّ كابل الشاحن يعمل. وإذا لم يكن الأمر كذلك، فاستبدله بكابل جديد. • تأكَّدْ من عدم وجود المشكلات في الكهرباء أو المقبس في المنزل. • تحقَّقْ من غياب الأتربة والماء في منفذ الشحن. • سارِع إلى تنظيف منفذ الشحن أو إزالة الماء وفقًا لتعليمات مورّد الجهاز.

Problem	Possible Solutions
3 Forgotten password نسيان كلمة المرور	• Click on the link that confirms you forgot your password. • Follow the steps to create a new password. • In the future, use a password manager application. • Set up strong, unique passwords for each account and remember the master password for the password manager. • انقر على الرابط الذي يؤكّد أنّك نسيت كلمة المرور. • اتّبِع الخطوات لإنشاء كلمة مرور جديدة. • في المستقبل، استخدِم تطبيق إدارة كلمات المرور. • أعِدّ كلمات مرور قويّة وفريدة لكلّ حساب وتذكّرْ كلمة المرور الرئيسة لهذا التطبيق.
4 Accidental file deletion حذف الملف عن طريق الخطأ	• Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. • Regularly back up important files to an external hard drive or cloud storage service. • شغّل "سلّة المحذوفات" على جهاز الكمبيوتر والذي يقوم بتخزين الملفّات المحذوفة مؤقتًا. • قم بعمل نسخ احتياطي للملفّات المهمّة بانتظام على محرّك أقراص ثابتة خارجية أو خدمة تخزين سحابية.
5 Error message when trying to save a file ظهور رسالة خطأ عند محاولة حفظ الملف	• Make sure you're not using the name of another file. • Check that you have permission to access the file storage location, such as a local hard drive or cloud storage. • Check to see if your file name includes "special characters," which can prevent the file from saving properly. • تأكّدْ من أنّك لا تستخدم اسم ملفّ آخر. • تأكّدْ من امتلاكك إذنًا للوصول إلى موقع تخزين الملفّات، مثل محرّك الأقراص الثابتة المحلي أو التخزين السحابي. • تحقّقْ مما إذا كان اسم الملف يحوي "رموزًا مميّزة" قد تمنع حفظ الملفّ.

Exercises on Lesson 6

1 Choose the correct answer:

1. .... are commands that are provided in sentences for writing computer programs. [القاهرة - بدر 2024]
   a. Programming languages b. Computer systems
   c. Software applications d. Operating systems
2. You should regularly backup important files to ....
   a. an external hard drive b. a cloud storage service
   c. both a and b d. none of the previous answers
3. .... is set and remains the same for every user who visits the website.
   a. Static web content b. Dynamic web content
   c. a and b d. Website [الإسكندرية - المنتزه أول 2024]
4. HTML is commonly used for creating ....
   a. AI software b. games
   c. web pages d. mobile apps [القليوبية 2024]
5. Deleting the file and downloading it again is a solution to the problem that ....
   a. the file was accidentally deleted b. the file was corrupted
   c. the file can't be saved d. the device won't charge
6. If your device won't charge, you should check the ....
   a. charging cable b. electricity at home
   c. software update d. both a and b
7. The web content that changes based on the user interactions is called ....
   a. static content b. dynamic content
   c. fixed content d. both a and b
8. The "Recycle Bin" in your computer .... the deleted files.
   a. temporarily stores b. permanently removes
   c. both a and b d. none of them [القناطر الخيرية 2024]

9 The .... language is used to create static web content.
a. HTML   b. JavaScript   c. C++   d. Java

[القاهرة - الزيتون 2024] [الدقهلية 2024]

10 Trying to open a file using another program is one of the solutions to the .... problem. [الإسكندرية - برج العرب 2024]
a. accidental file deletion   b. forgotten password
c. corrupted file   d. device won't charge

11 To create a dynamic web page, a programming language that is used is ....
a. HTML   b. JavaScript   c. Scratch   d. English

[الإسكندرية - العجمي 2024]

12 You can prevent accidental file deletion through ....
a. deleting files   b. backing up files   c. opening files   d. closing files

13 .... is used to prevent the problem of forgetting passwords.
a. Password Manager   b. Recycle bin
c. Chatbot   d. Corrupted file

[الإسكندرية - المنتزه أول 2024] [القاهرة - عين شمس 2024]

14 .... language is used to create a website where you and your friends interact. [القاهرة - الشروق 2024]
a. HTML   b. Java Script   c. AI   d. HDXL

15 Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, this is a solution in case of .... [دمياط 2024]
a. forgotten password   b. corrupter file
c. accidental file deletion   d. virus attack

2 Put (✓) or (✗):

1 Programming languages are used to write computer programs. (   )

[شرق الزقازيق 2024]

2 JavaScript makes it possible to develop a dynamic webpage. (   )

[القاهرة - عين شمس 2024]

3 Corrupted files can be fixed by simply re-downloading them. (   )

4 HTML is used to design dynamic web pages. [الغردقة 2024] (   )

5 The static web content is content that can be changed. ( )
[القاهرة - الشروق 2024]

6 Error message when trying to save a file, make sure you're not using the name of another file. [الفيوم 2024] ( )

7 Replacing the keyboard cable is a solution if the device won't charge. ( )

8 If your device doesn't charge, try to use another charging cable. ( )

9 Using a password manager is not a reliable solution for managing passwords. ( )

10 You should regularly update your programs to prevent corrupted files. ( )

11 HTML is commonly used to create mobile applications. ( )

12 Dust and water in the charging port can prevent a device from charging. ( )

13 Dynamic web content remains the same for every user. ( )

14 If the file name includes special characters, it may give an error message. ( )

15 If a file is corrupted, try opening it using another program. ( )

16 Set up strong, unique passwords for each account. [الدقهلية 2024] ( )

17 To resolve a corrupted file issue, it's advised to check if the software version is updated. [الجيزة - جنوب 2024] ( )

18 Static web pages display content that cannot be modified by the user. [السويس 2024] ( )

3 Complete the missing parts using the words between the brackets:

(JavaScript – Static – Dynamic – cloud storage – Password Manager)

1 .... is used to create dynamic web page content. [السويس 2024]

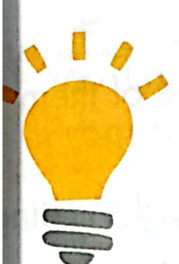
2 .... web content is the content that remains the same to every user.

3 .... is a reliable application to manage your passwords.

4 Regularly back up important files to an external hard drive, or .... services. [الدقهلية 2024]

5 .... web content is the content that can be changed with time.





Help the robot find the solution for each digital problem.



1. Delete the file and download it again.

a 

2. Be sure there are no issues with electricity or socket at home.

b  

3. Regularly back up important files on cloud or external HDD.

c  

4. Use Password Manager application.

d 

5. Make sure you aren't using the name of another file.

e  

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. .... is the programming language used for creating dynamic web content.
   a. HTML b. JavaScript c. Scratch d. Python
2. .... from video conferencing platforms. [القاهرة - بدر 2024]
   a. Microsoft Teams b. Google Meet c. a and b d. None of them
3. To create a meeting in Google Meet, click on .... [الإسكندرية - وسط 2024]
   a. Close Meeting b. End Meeting c. New Meeting d. Record Meeting
4. .... sets up strong, unique passwords for your accounts.
   a. HTML b. CSS c. Password Manger d. C++
5. To prevent the problem of forgetting password use a .... application.
   a. CSS b. trash
   c. Password Manger d. recycle bin [الإسكندرية - وسط 2024]
6. If your device doesn't charge, you should ....
   a. update the device b. clean the charging port
   c. change the password d. none of them
7. JavaScript allows the creation of .... web content. [دمياط 2024]
   a. Static b. dynamic c. none of them d. simple

2 Put (✓) or (✗):

1. HTML is used to design dynamic web pages. [الغردقة 2024] ( )
2. Try opening the file using another program; it is one of the solutions for a corrupted file. [الإسكندرية - المنتزه أول 2024] ( )
3. Participants can't see you unless you turn on your camera. ( )
4. Video chats are one of the cloud computing tools. ( )
5. The basic tools in Microsoft Teams and Google Meet are different. ( ) [القاهرة - عين شمس 2024]
6. Fixing glitches in your connection and software is advisable before a video conference. ( )
7. To create static web content, use the JavaScript language. ( )
8. The "Recycle Bin" or "Trash" on your computer permanently deletes files. ( )

Lesson 7 Using Photo Editing Tools

- You can use photo editing software to alter images, making them look more visually pleasing and professional.
- Graphic designers, photographers, and other creative professionals often use expensive software, such as Adobe Photoshop.
- You can use similar tools for free with the GNU Image Manipulation Program (GIMP).

- يمكنك استخدام برنامج تحرير الصور لتغيير الصور لجعلها تبدو أكثر احترافية وإمتاعًا بصريًا.
- يستخدم مصممو الجرافيك والمصورون وغيرهم من المهنيين المبدعين برامج باهظة الثمن مثل Adobe Photoshop.
- ومع ذلك، يمكنك استخدام أدوات مماثلة مجانًا مع برنامج معالجة الصور (GIMP).

GIMP

- It is open-source software that can be used on different operating systems to change images in any way you want!
- The GIMP program is another creation tool that you can use for presentations.

- GIMP هو برنامج مفتوح المصدر يمكن استخدامه على أنظمة تشغيل مختلفة لتغيير الصور بأي طريقة تريدها!
- يعد برنامج GIMP أداة إنشاء أخرى يمكنك استخدامها للعروض التقديمية.

Some of the Things You Can Do with GIMP

1 Retouching تحسين الصورة

- This enhances the photo to make it look more beautiful.
- You can correct flaws in the photo.
- For example, you can change the red eyes from camera glare to the original color, make the skin look smoother, or change the color of a jacket to make it brighter and more noticeable.
- You can also change the background. If the photo was taken on a cloudy day, you can make the sky seem brighter.



- تسمح لك هذه الميزة تحسين الصورة لجعلها تبدو أكثر جمالًا.
- يمكنك تصحيح العيوب في الصورة. على سبيل المثال، يمكنك تغيير العيون الحمراء من وهج الكاميرا إلى اللون الأصلي، أو جعل البشرة تبدو أكثر نعومة، أو تغيير لون سترة لجعلها أكثر إشراقًا ويلفت الأنظار.
- يمكنك أيضًا تغيير الخلفية. إذا تم التقاط الصورة في يوم غائم، فيمكنك جعل السماء تبدو صافية.

Theme 3

2 Blending دمج الصور

- This combines two images to make them look like one.
- This is useful when you present an idea for something that doesn't exist yet or show what something might look like.

« يجمع هذا بين صورتين لجعلهما تبدوان وكأنهما صورة واحدة.

« هذا مفيد عندما تقدم فكرة عن شيء غير موجود بعد أو تظهر الشكل الذي قد يبدو عليه شيء ما.

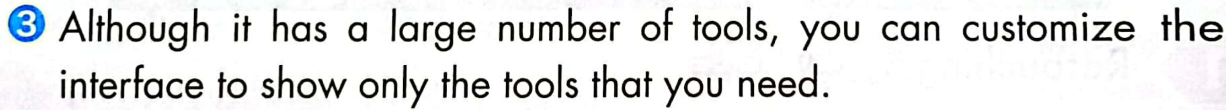
3 Special Effects المؤثرات الخاصة

- You can use different filters to add special effects to an image.
- **For example,** you can make it look like something is moving in the photo with motion blur or make it look very old with the artistic filter gallery.

« يمكنك استخدام **فلاتر** مختلفة لإضافة تأثيرات خاصة على الصورة. على سبيل المثال، يمكنك جعلها تبدو وكأن شيئًا ما يتحرك في الصورة باستخدام ضبابية الحركة، أو جعلها تبدو قديمة جدًا باستخدام **معرض الفلاتر الفنية**.

Features of GIMP

1. GIMP is an efficient and light program, so it doesn't take up a lot of space on your hard drive.
2. It's a widely used program, and there are online resources available to help you learn how to use it.



3. Although it has a large number of tools, you can customize the interface to show only the tools that you need.
4. You can download the GIMP software.
5. It is open source, and there are many websites that allow you to use GIMP to edit photos online.
6. GIMP supports different file formats, and you can convert the image to different formats, such as:
   - PDF
   - GIF
   - JPEG

1. GIMP هو برنامج فعال وخفيف؛ لذلك لا يشغل مساحة كبيرة على محرك الأقراص الثابتة.
2. إنه برنامج يستخدم على نطاق واسع، وهناك موارد متاحة عبر الإنترنت لمساعدتك على تعلم كيفية استخدامه.
3. على الرغم من أنه يحتوي على عدد كبير من الأدوات، إلا أنه يمكنك تخصيص الواجهة لإظهار الأدوات التي تحتاجها فقط.
4. يمكنك تحميل برنامج GIMP.
5. إنه مفتوح المصدر وهناك العديد من مواقع الويب التي تسمح لك باستخدام GIMP لتحرير الصور عبر الإنترنت.
6. يدعم GIMP تنسيقات ملفات مختلفة، ويمكنك تحويل الصورة إلى تنسيقات مختلفة، مثل PDF أو GIF أو JPEG.

Information in Exercises

- GIMP has many different filters that can change the appearance of a photo.
- **Steps to use a filter in GIMP:**
  1. Open a new image in GIMP.
  2. Click on the Filters menu.
  3. Choose the filter category.
  4. Then choose a filter.
- **Example of filters:**
  1. blur.
  2. distort.
  3. artistic.
  4. animation.



- **Steps to combine images in GIMP:**
  1. Open GIMP.
  2. Click on File → Open.
  3. Select your first image as the background.
  4. Click on File → Open As Layers.
  5. Select your second image and click Open, this creates a new layer in the Layers panel.
- Use the toolbox to add other details to your image, such as free drawings, shapes or a filter.
- **Finalize your image:**
  1. When you finish, select your file and choose "Export As" from the menu.
  2. Choose a location to save the file, and give it a name.
  3. Select "Choose File Type" and click JPEG.
  4. Click "Export" to save the file.

أهم الكلمات والمصطلحات

Alter images	تغيير الصور	Enhances	يعزز - يحسن
Expensive	غالٍ	Original	أصلي
Imagination	خيال	Noticeable	لافتة للنظر
Retouching	تحسين الصور	Blending	دمج الصور
Correct flaws	تصحيح العيوب	Useful	مفيد
Brighter	أكثر إشراقًا	Motion blur	ضبابية الحركة
Cloudy day	يوم مغيم	Efficient	فعال
Combines	يدمج	Although	بالرغم من
Special effects	المؤثرات الخاصة	Interface	واجهة المستخدم
Artistic filter gallery	معرض التصفية الفنية	Support	يدعم
Widely	على نطاق واسع	Convert	يتحول
Customize	يعدل	File formats	تنسيقات الملفات
Edit photos	تعديل الصور		

Exercises on Lesson 7

1 Choose the correct answer:

1. GIMP is a/an .... program. [القاهرة - عين شمس 2024]
   a. unuseful b. paid c. free d. expensive
2. The purpose of the photo editing software is to ....
   a. write documents b. create tables
   c. alter images d. surf the internet
3. You can retouch, blend, and add effects to images with .... program.
   a. Excel b. JaveScript
   c. Movie Maker d. Gimp [القاهرة - الشروق 2024]
4. You can use photo editing software to alter ....
   a. texts b. images
   c. symbols d. files [القاهرة - المستقبل 2024]
5. .... is an open source image manipulation program.
   a. GIMP b. HTML
   c. Java d. Photoshop [الجيزة - الهرم 2024]
6. .... is an example of a paid photo editing software.
   a. GIMP b. Adobe Photoshop
   c. MS Word d. Spotify [القناطر الخيرية 2024]
7. .... allows you to correct flaws in the photo using GIMP.
   a. Retouching b. Blending
   c. Special effects d. Cropping [الإسكندرية - المنتزه أول 2024]
8. .... is a free alternative to Adobe Photoshop.
   a. Excel b. Outlook c. GIMP d. MS Word
9. The "Retouching" feature in GIMP software involves ....
   a. enhancing photos b. writing codes
   c. editing videos d. creating animations [القليوبية 2024]
10. GIMP supports different file formats, such as ....
    a. SMS b. DOC
    c. PDF d. GEB [شرق الزقازيق 2024]

11 .... means combines two images to make them look like one.
a. Retouching b. Blending c. Special effects d. Split [دمياط 2024]

12 You can add .... to an image using GIMP.
a. audio b. 3D models c. special effects d. extra height

2 Put (✓) or (✗):

1 Photo editing software is used to edit images to make look more professional. [القاهرة - بدر 2024] (   )
2 With GIMP, you cannot correct the flaws in a photo. (   )
3 GIMP can be used to edit photos online. (   )
4 Adobe Photoshop and GIMP are paid photo editing software. (   )
5 GIMP is efficient, but it takes up a lot of space on the computer's hard drive. [الإسكندرية - برج العرب 2024] (   )
6 GIMP is closed-source software. [السويس 2024] [دمياط 2024] (   )
7 GIMP can be used to blend two images together. (   )
8 You can find online resources to learn how to use GIMP. (   )
9 GIMP program can be used on different operating system. (   )
[القاهرة - الزيتون 2024]
10 GIMP allows you to change the color of objects in a photo. (   )
11 Adding motion blur is an example of a special effect you can achieve in GIMP. [القاهرة - عين شمس 2024] (   )
12 GIMP does not support adding special effects to an image. (   )
13 Photo editing software is used to make images look more professional. [شرق الزقازيق 2024] (   )

3 Complete the missing parts using the words between the brackets:

(Blending – Adobe Photoshop – JPEG – GIMP – Retouching)

1 .... is photo editing software that requires a purchase.
2 .... feature combines two images to make them look like one.
3 .... enhances the photo to make it look more beautiful.
4 .... is open-source software that is available for free.
5 GIMP supports different file formats, such as ....



All About Me

This is me.

Photo editing software GIF– Blending- filters – JPEG – Retouching – free – PDF – open source.

Using the "..........." feature , you can combine two images.

I am a .... alternative to Adobe Photoshop...

By .... feature , you can correct flaws in photo.

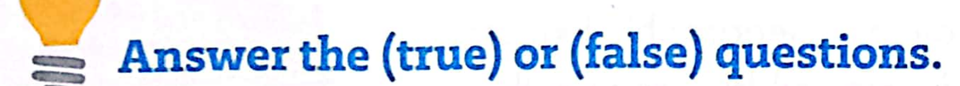
I am ________ used to alter images.

I am support .... ,.........and .... file format..

I am an .... software .

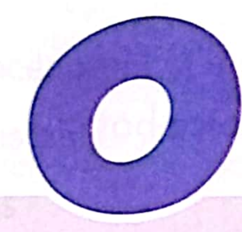
You can use .... to add special effects to images.

Play with PONY



Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing <u>all columns</u>, say 'PONY' and raise your hand.

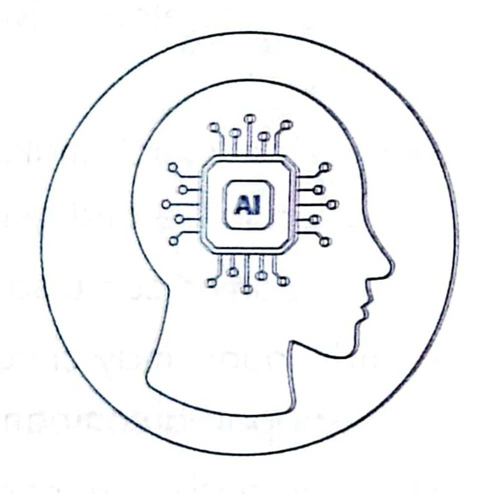




P	O	N	Y
1. Email spam filters suggest social media connections. ( )	4. GIMP is a free, open-source photo editor. ( )	7. The Egyptian Knowledge Bank is an ESP. ( )	10. Static content changes with user interactions. ( )
2. Stocks represent ownership in a company. ( )	5. AI tools should only benefit a select group of users. ( )	8. Online reviews are always reliable. ( )	11. Chatbots are real people responding to questions. ( )
3. Microsoft Teams is video conferencing platforms. ( )	6. Mute your mic when speaking. ( )	9. All deleted files are permanently lost. ( )	12. GIMP only supports JPEG files. ( )



Lesson 2

- Artificial intelligence (AI) is technology that uses human problem-solving, reasoning, and decision-making traits.
- Common AI tools include:
  - Facial recognition
  - Navigation apps
  - Smart home devices
  - Digital voice assistants
  - Email spam filters
  - Chatbots
  - Social media connection suggestions
  - Interactive learning programs
  - Language processing tools
- AI depends on algorithms to learn problem-solving, reasoning, and decision-making.



- AI designers should follow some ethics: be inclusive, unbiased, beneficial, transparent, protective of user privacy and security, and accountable for any tool malfunctions.
- Users of AI should also be ethical, using AI tools to help themselves, others, and society, but not to invade privacy, cheat, or cause harm.
- Language processing tools are invaluable resources, but they can be misused for plagiarism, misinformation, and impersonation.
- Users must ensure that the AI tool's developer follow a code of ethics.



- E-commerce is the buying and selling of goods and services on the internet.
- Experienced consumers use technological research tools to make the best purchasing decisions.
- Search engines can be used to find information about anything, including products and website information. They can help consumers make their decisions.



- Consumers use comparison websites to help them compare products. Comparisons could be based on the price or quality of the product.
- Online reviews by consumers, or even friends or family members on social media, can also be valuable.
- Consumers need to be careful. Some reviews may be fake or exaggerated.
- A stock exchange is a market where people can buy and sell shares, called stocks.
- Stocks therefore give the individual a percentage of ownership in a company.
- The individual makes or loses money depending on the company's performance and activity.
- Companies can also sell bonds to help raise money.
- Individuals may choose to purchase stocks to support a company they trust.
- Stocks and bonds can be bought, managed, and sold through trusted and official websites. This way, people can have more control over their financial decisions.





- Educational service providers (ESPs) include both profit and non-profit organizations that provide educational support.
- ESPs are sources of information that a student can potentially learn from.
- ESPs may include online libraries, educational publishing sites, and online museums.
- Alexandria Library and Egyptian Knowledge Bank are two well-known ESPs.
- You can contact ESPs to help you with research or other educational needs. For example, you can send an email request. It's important to be formal when writing to an ESP.
- Sometimes you may get an automatically generated reply thanking you for your email and letting you know when you will receive a reply.
- You can also communicate with some ESPs using chat windows if they are included on their website. It is a bit less formal. However, you must still be polite and clear in your request.
- Chat windows usually have chatbots for responses.
- Chatbots aren't real people. They are artificial intelligence (AI) computer programs designed to respond to questions online.

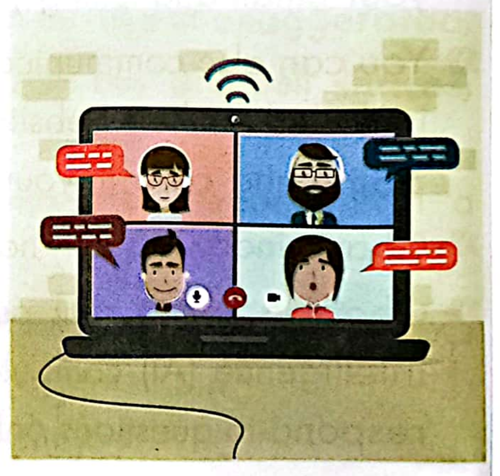


- When communicating using chat windows, it's essential to be as clear and focused in your request as possible. Otherwise, you may not get an accurate or relevant response.



Lesson 5

- There are other tools of cloud computing that you can use to communicate with everyone at the same time (real-time communication).
- This can be done by using digital tools, such as:
  - Video chats
  - Live television shows
  - Instant chat rooms
- Real-time communication often allows you to get your message across in a more engaging way.
- Two popular video conferencing platforms are Microsoft Teams and Google Meet.
- Here are some tips for using video conferencing software via the Google Meet platform:
- To create a Meet: Click on New Meeting. – Then click on the option that works for you. The option to start a meeting instantly, or to create a meeting for later.



- Once you have created your meeting, copy the meeting link that Google provides. Share it with the meeting participants.
- To join a Meet, there are two ways you can join a meeting:
  - You can copy and paste the invite link into your browser.
  - You can also enter the link into the "Enter a code or link" field. Then, click Join.
- Once you're in the Meet, you will be asked to approve the use of the microphone and camera. Click on the microphone icon for audio and the camera icon for video.
- To turn off the camera or microphone, just click on the icon again.

- Before making a video conference, remember to double check your connection and software. Fix any glitches.
- During your video conference, remember that participants will be able to see you unless you turn off your camera. Dress appropriately, and be sure to smile and appear friendly. Check that your microphone is on when you're speaking, and mute it when you're not.



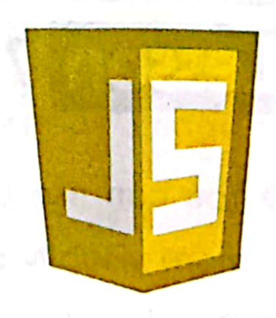
- After your video conference, send a follow-up email. In your email, include a summary of the meeting or a link to the recording of the meeting if it was recorded.

Lesson 6

- Programming languages are commands that are provided in sentences for writing computer programs.
- HyperText Markup Language (HTML) is a language commonly used to create web pages.



- Static web content is set and remains the same to every user who visits the website.
- Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.



- HTML is used to create static web content.
- Programming languages, like JavaScript, allow the creation of dynamic web content.
- Problem: Corrupted file. Possible solutions: Check that the file was downloaded correctly. If you're not sure, delete the corrupted file and

download it again. Try opening the file using another program. Make sure your software version is up-to-date. If it isn't, run the necessary updates.

- Problem: Device won't charge. Possible solutions: Make sure your charging cable is functioning. If it isn't, replace it with a new cable. Be sure there are no issues with your electricity or socket at home. Check for dust and water in the charging port. Clean the port or remove the water by following the instructions from your device's provider.
- Problem: Forgotten password. Possible solutions: Click on the link that confirms you forgot your password. Follow the steps to create a new password. In the future, use a password manager application. Set up strong, unique passwords for each account and remember the master password for the password manager.
- Problem: Accidental file deletion. Possible solutions: Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. Regularly back up important files to an external hard drive or cloud storage service.
- Problem: Error message when trying to save a file. Possible solutions: Make sure you're not using the name of another file. Check that you have the right to access the file storage location, such as a local hard drive or cloud storage. Check to see if your file name includes "special characters", which can prevent the file from saving properly.

Lesson 7

- You can use photo editing software to alter images to make them look more visually pleasing and professional.
- Graphic designers and photographers use expensive software, such as Adobe Photoshop.

- You can use similar tools for free with GNU Image Manipulation Program (or GIMP).
- GIMP is open-source software that can be used on different operating systems.
- Here are some of the things you can do with GIMP:
  - Retouching enhances the photo to make it look more beautiful. You can correct flaws in the photo.
  - Blending combines two images to make them look like one. This is useful when you present an idea for something that doesn't exist yet or show what something might look like.



- You can add special effects to an image using different filters.
- GIMP is an efficient and light program, so it doesn't take up a lot of space on your hard drive.
- It's a widely-used program, and there are online resources available to help you learn how to use it.
- Although it has a large number of tools, you can customize the interface to show only the tools that you need.
- You can download the GIMP software. Also, there are many websites that allow you to use GIMP to edit photos online.
- GIMP supports different file formats, and you can convert the image to different formats, such as PDF, GIF, or JPEG.



Model Exam 1

1 Choose the correct answer:

1. Artificial inteligence (AI) depends on .... [القاهرة - المعادي 2024]
   a. algorithms b. Arabic language
   c. none of them d. all of them
2. The .... language is used to create static content on the web.
   a. HTML b. JavaScript c. C++ d. Java
3. Amazon designed .... as a voice-controlled virtual assistant to converse in a human-like manner.
   a. Siri b. Cortana
   c. Kindle d. Alexa
4. .... are sources of information used to learn from it.
   a. ESPs b. SMS
   c. Email d. Phones
5. The most popular video conference platform is Microsoft ....
   a. Meet b. Teams
   c. Excel d. Word [الإسكندرية - المنتزه أول 2024]

2 Put (✓) or (✗):

1. Shares represent equal parts of a company's ownership. ( )
2. A video conference is not a means of real-time communication. ( )
3. GIMP is often used by professional who require expensive software. [شرق الزقازيق 2024] ( )
4. Language processing tools can be used to plagiarize work. ( )
5. ESPs are sources of information from which a student cannot potentially learn. [الإسكندرية - المنتزه أول 2024] ( )

3 Complete the missing parts using the words between the brackets:

(quality – Scratch – Retouching – Be beneficial – Password Manager)

1. .... means using AI tools to help society, not used to take advantage of it.
2. .... enhances the photo to make it look more beautiful.
3. .... is a reliable application to manage your passwords.
4. Comparison websites usually compare products based on the products' price or ....
5. .... is a free programming website for children.

Model Exam 2

1 Choose the correct answer:

1. .... use photo editing software, such as Adobe Photoshop.
   a. Graphic designers b. Scientists
   c. Doctors d. None of the previous
2. Be .... is to take into account user privacy and security when designing artificial intelligence tools. [الإسكندرية - برج العرب 2024]
   a. inclusive b. beneficial c. protective d. transparent
3. ESPs are sources of information which a student can potentially learn from such as .... [الإسكندرية - المنتزه ثان 2024]
   a. virtual museums b. publishing sites
   c. libraries d. all of them
4. Once you're in the Meet, you should .... the use of microphone and camera.
   a. turn off b. approve c. ignore d. remove
5. You can save the image in the GIMP program in JPG format from the file menu choose .... [الفيوم 2024]
   a. Save As b. Export c. New d. Open

2 Put (✓) or (✗):

1. Online museums can be considered as ESPs. ( )
2. Artificial intelligence depends on algorithms to teach it how to solve problems. [القاهرة - الزيتون 2024] ( )
3. GIMP allows you to change the color of the objects in a photo. ( )
4. Online product reviews help consumers decide to purchase a product. [الإسكندرية - برج العرب 2024] ( )
5. Corrupted files can be fixed by simply re-downloading them. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Microsoft Teams	a. is a programming language used to create dynamic content.
2 Thermostats	b. help consumers compare products based on their price or quality.
3 JavaScript	c. is a step-by-step procedure used for solving problems or doing computations.
4 Algorithm	d. are used to regulate the temperature.
5 Comparison websites	e. is a popular video conferencing platform.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 3

1 Put (✓) or (✗):

1. Participants in Google Meet can join the meeting using a shared link or by entering the code provided. [الجيزة - جنوب 2024] ( )
2. GIMP can be used to edit photos online. ( )
3. Consumers use comparison websites to help them comapre products. [شرق الزقازيق 2024] ( )

4 Search engines do not provide links to relevant shopping sites. ( )

5 Dust and water in the charging port can prevent a device from charging. ( )

6 Educational service providers (ESPs) include profit and non-profit organizations. [القاهرة - عين شمس 2024] ( )

7 Artificial intelligence is technology that can use human traits of problem-solving. [القاهرة - المستقبل 2024] ( )

2 Choose the correct answer:

1 .... are an AI computer programs designed to respond to questions online. [القاهرة - المعادي 2024]

a. Profit b. Non-profit c. Both a and b d. None of them

2 .... is/are content that remains the same to every user who visits the website.

a. Static content b. Dynamic content

c. Interactive content d. All the previous answers

3 The follow-up email after a video conference should include a .... of the meeting.

a. summary b. complaint c. recipe d. transcript

4 Social media sites use AI to suggest .... to users.

a. connections b. devices

c. locations d. none of the previous

5 GIMP photo editing software supports .... file formats.

a. PDF b. JPEG c. GIF d. all of them

6 .... is/are a market where people can buy and sell shares, called stocks.

a. Online reviews b. Stock Exchange

c. Comparing websites d. broker

[القاهرة - بدر 2024] [الجيزة - جنوب 2024] [دمياط 2024]

7 Catboats are ....

a. AI software b. real people c. security apps d. antivirus

8 .... tools include video chats, live TV shows, and instant chat rooms. [الإسكندرية - المنتزه أول 2024]

a. Search engines b. Set features

c. Cloud computing d. Artificial intelligence



1 Choose the correct answer:

1. Some of the common AI tools are .... [الإسكندرية - وسط 2024]
   a. facial recognition
   b. chat windows
   c. navigation apps
   d. all of them
2. Experienced consumers use .... to help them make purchasing decisions.
   a. research tools
   b. guesses
   c. their luck
   d. none of the previous
3. The basic tools in Microsoft Teams and Google Meet are ....
   a. similar
   b. different
   c. variable
   d. none of the previous
4. .... is a language commonly used to create web pages.
   a. HTML
   b. Visual Basic
   c. Mouse
   d. Python [القاهرة - المستقبل 2024]
5. .... is an open source program that allows you to use Photoshop-like tools for free and works on different operating systems.
   a. Paint
   b. Excel
   c. GIMP
   d. Word [الإسكندرية - برج العرب 2024]

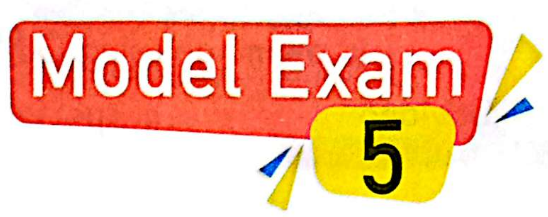
2 Put (✓) or (✗):

1. When writing to an ESP, it's not important to be formal. (   )
2. A search engine provides quick and short product descriptions for consumers. (   )
3. Google Meet allows you to start a meeting instantly or schedule one for later. [شرق الزقازيق 2024] (   )
4. 🔒 Alexa is a voice-controlled virtual assistant designed by Google. (   )
5. Artificial intelligence cannot use reasoning and make decisions. [الإسكندرية - المنتزه أول 2024] (   )

3 Complete the missing parts using the words between the brackets:

(EKB – Blending – E-commerce – cloud – Subject line)

1. When writing an email, you should write the title of the message in the ....
2. A .... is a data storage space over the internet.
3. .... is a feature in GIMP used to combine two images to make them look like one.
4. .... is considered an educational service provider. [السويس 2024]
5. .... refers to the process of buying and selling goods online. [السويس 2024]



1 Put (✓) or (✗):

1. The title of the email message should be written in the body of the email. (   )
2. GIMP can be used on different operating systems to change image. [الغردقة 2024] (   )
3. Email spam filters are used to prevent dangerous email from reaching your inbox. [دمياط 2024] (   )
4. HTML is a popular coding language used to create static web pages. (   )
5. Alexandria Library and EKB are both well-known educational service provider. [الجيزة - الهرم 2024] (   )

2 Choose the correct answer:

1. .... can play games with you, shop online for you, and help you sleep.
   a. VR headsets   b. Fitness tracker   c. WhatsApp   d. AI persona

2 If your device won't charge, you should check the ....

a. charging cable
b. electricity at home
c. software update
d. a and b

3 .... refers to online purchasing and selling goods and services.

a. E-commerce
b. E-learning
c. Email
d. Goods

[الإسكندرية - وسط 2024]

4 There are other tools of cloud computing that you can use to communicate with everyone at the same time and one of the most common platform is .... [الإسكندرية - المنتزه ثان 2024]

a. email
b. instant messaging
c. Microsoft Teams
d. none of them

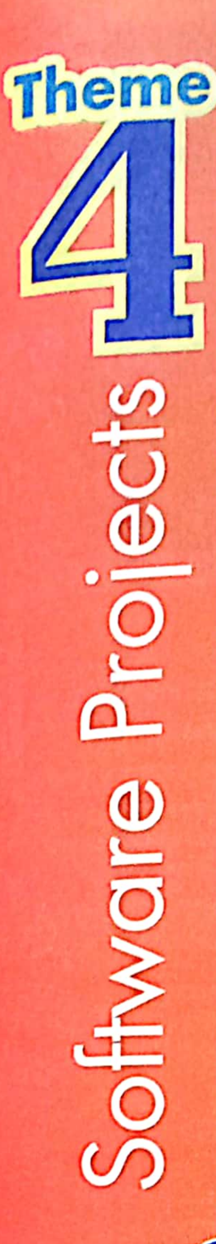
5 You can add .... to an image using GIMP.

a. audio
b. video
c. special effects
d. extra height

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 AI voicebot	a. are sources of information that you use to learn from.
2 E-commerce	b. provides responses through 'chatbots'.
3 GIMP	c. responds to a person asking advice about a snack after exercising.
4 ESPs	d. is the buying and selling of goods and services on the internet.
5 Chat windows	e. is open-source software that is available for free.

1 .... 2 .... 3 .... 4 .... 5 ....



Theme Lessons:

Lesson 1 Explorer in Action

Lesson 2 Operating Systems and Software

Lesson 3 Writing and Sharing Reports

Lesson 4 Creating a Presentation

Lesson 5 Creating a Database

Lesson 6 Creating Digital Projects

Lesson 1 Explorer in Action

Ms. Sonika Manandhar is:



- A financial technology entrepreneur.
- A National Geographic Explorer.

» She is from Nepal.

» **Her studies focused on:**

❶ The engineering field ❷ Robotics ❸ Artificial intelligence

at Singularity University at NASA in California.

» الآنسة ماناندهار من نيبال، ولقد ركزت دراستها على مجال الهندسة وعلم الروبوتات والذكاء الاصطناعي في جامعة سينغولاريتي التابعة لوكالة ناسا في كاليفورنيا.

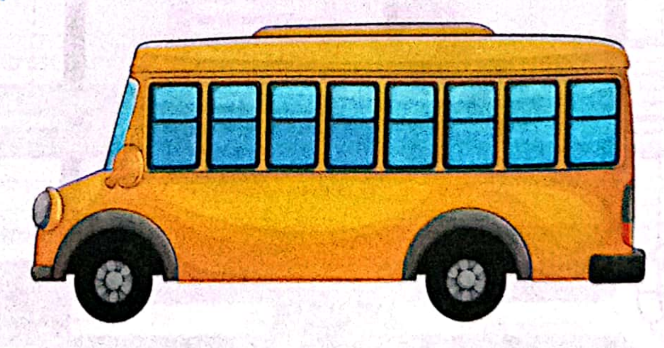


Improving the Environment

» Ms. Manandhar wanted to use her knowledge to improve the local environment in the Republic of Nepal by reducing the carbon emissions rate.

» She saw that using small electric buses could reduce the emission rate.

» She noticed that most of the minibus drivers in the capital Kathmandu were women.



» أرادت السيدة ماناندهار توظيف معرفتها لتحسين البيئة المحلية في جمهورية نيبال عن طريق خفض معدل انبعاثات الكربون.

» رأت ماناندهار أن استخدام الحافلات الكهربائية الصغيرة يمكن أن يقلل من معدل الانبعاثات.

» لاحظت أن معظم سائقي الحافلات الصغيرة في العاصمة كاتماندو هم من النساء.

The Fintech Company Aloi

- In 2019, Ms. Manandhar co-founded the fintech company Aloi.
- Aloi is a company that helps people use financial services.
- Aloi helps women minibus drivers in the Republic of Nepal to get low-interest loans. These loans are used to:
  1. Buy electric minibuses.
  2. Upgrade existing electric minibuses with long-lasting lithium-ion batteries.
- They receive and repay the loans through the company's platform, which is simpler and faster to use than most current bank loan procedures.

- في عام 2019، شاركت السيدة ماناندهار في تأسيس شركة التكنولوجيا المالية Aloi.
- Aloi هي شركة تساعد الناس على استخدام الخدمات المالية.
- تساعد الشركة سائقات الحافلات الصغيرة في جمهورية نيبال في الحصول على قروض منخفضة الفوائد.
- تستخدم هذه القروض في:
  1. شراء حافلات صغيرة كهربائية.
  2. تحديث الحافلات الصغيرة الكهربائية الموجودة ببطاريات ليثيوم أيون طويلة الأمد.
- تحصل السائقات على القروض ويسددنها من خلال منصة الشركة، وهي أبسط وأسرع في الاستخدام من معظم إجراءات القروض المصرفية الحالية.



- When the funder approves a loan:
  1. The business owner gets a digital token.
  2. She spends the token with an approved seller, such as an electric vehicle seller.
  3. Then, the business owner (minibus driver) pays the funder back each month from the profits of her business.

- عندما يوافق المموّل على القرض: ① تحصل صاحبة العمل على رمز رقمي.
  2. تقوم بإنفاق الرمز المميز مع بائع معتمد، مثل بائع سيارات كهربائية.
  3. تقوم صاحبة العمل بسداد المبلغ للممول كل شهر من أرباح مشروعها.

- All financial transactions are sent via SMS (text), without the need to use the internet.
- The platform reports the payment information, so the funders know exactly how the loans were spent and how much is paid back.
- Passengers can schedule rides on the company's website (Aloi) and make payments using digital tokens or mobile wallets.

» يتم إرسال جميع المعاملات المالية عبر الرسائل النصية القصيرة SMS، دون الحاجة لاستخدام الإنترنت.

» تقوم المنصة بإبلاغ معلومات الدفع، حتى يعرف المولون بالضبط كيف تم إنفاق القروض والمبلغ الذي سيتم سداده.

» يمكن للركّاب جدولة رحلاتهم عبر موقع الشركة الإلكتروني وبإمكانهم الدفع باستخدام الرموز الرقمية أو محافظ الهاتف المحمول.

Egypt's First Electric Car

- As part of its strategy to adopt a **green economy**, Egypt is launching its first locally manufactured **electric car**.



- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced the vehicle's specifications, as follows:
  1. The vehicle is designed to accommodate five people.
  2. Its maximum speed is 60 km/hr.
  3. It uses a lithium-ion **battery**.
- The electric car is expected to have an affordable price for the Egyptian market.

» في إطار إستراتيجيّتها لتبنّي الاقتصاد الأخضر، تطلق مصر أوّل سيّارة كهربائية محلّية الصنع.

» في فبراير 2023، أعلنت الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري، مواصفات تصنيع السيارة فالسيّارة مصمّمة لتتّسع لخمسة أشخاص، وتسير بسرعة قصوى تبلغ 60 كم/ساعة، وتعمل ببطّارية ليثيوم أيون.

» ومن المتوقّع أن يكون سعر هذه السيّارة مقبولًا ومناسبًا للسوق المصرية.

Information in Exercises

- Scheduling and paying for rides online have become increasingly popular in the past years. Transportation companies can serve many people at the same time.
- Customers have access to these services anytime, anywhere.
- In Nepal, riders schedule rides via messaging tools on Facebook and Instagram.
- They can pay for rides using digital tokens or mobile wallets via Facebook and Instagram messagning.

» **Mobile wallet** is an app for storing money. It can be used to:

1. Send and receive funds.
2. Pay bills (electricity, water, gas, etc.)
3. Book travel tickets.
4. Subscribe to services.
5. Allow users to access their money and use it electronically anywhere and at any time.

» تزايدت شهرة جدولة الرحلات والدفع مقابلها عبر الإنترنت في السنوات الماضية؛ إذ يمكن لشركات النقل تقديم خدماتها بسرعة لعدد كبير من الأشخاص في نفس الوقت.

» يمكن للعملاء الوصول إلى هذه الخدمات من أي مكان وفي أي وقت.

» في نيبال، يمكن للركاب جدولة رحلاتهم باستخدام أدوات منصات التواصل الاجتماعية للمراسلة على Facebook وInstagram.

» كما يمكنهم الدفع مقابل الرحلات عبر هذه المنصات باستخدام الرموز المميزة للمنصة الرقمية أو محفظة هواتفهم المحمولة.

» المحفظة المحمولة هو تطبيق لتخزين الأموال. يمكن استخدامه لإرسال واستقبال الأموال ودفع الفواتير (الكهرباء والمياه والغاز وغيرها)، وحجز تذاكر السفر، والاشتراك في الخدمات التي تقدمها الشركات. كما تسمح بإمكانية وصول المستخدمين إلى أموالهم واستخدامها إلكترونيًا في أي مكان وفي أي وقت.

أهم الكلمات والمصطلحات

Entrepreneur	رائدة أعمال	Storing money	تخزين الأموال
Carbon emissions	انبعاثات الكربون	Financial	المالية
Fintech company	شركة التكنولوجيا المالية	Low-interest loans	قروض منخفضة الفوائد
Minibus drivers	سائقو الحافلات الصغيرة	Upgrade	تحديث
Engineering field	مجال الهندسة	Long-lasting	طويلة الأمد
Noticed	لاحظت	Repay loans	يسدد القروض
Co-founded	شاركت في تأسيس	Approves a loan	يوافق على القرض
Financial transactions	المعاملات المالية	Bank loan procedures	إجراءات القروض المصرفية
Digital token	رمز رقمي	Approved seller	بائع معتمد
Schedule rides	جدولة رحلاتهم	Pays the funder back	تسدد دينها للممول
Adopt	يتبنى	Mobile wallets	محافظ الهاتف المحمول
Launched	أطلقت	Locally manufactured	محلية الصنع
Maritime Transport	النقل البحري	Funds	أموال
Accommodate 5 people	تتسع لخمسة أشخاص	Affordable price	سعر مقبول

Exercises on Lesson 1

1 Choose the correct answer:

1. Ms. Manandhar focused on .... during her studies at Singularity University.
   a. engineering field b. robotics
   c. AI d. all the previous answers

2. Aloi is a .... company that helps people use financial services.
   a. fintech b. healthcare
   c. transportation d. education [القناطر الخيرية 2024]

3. In Nepal, passengers can pay for their rides using ....
   a. digital tokens b. mobile wallets
   c. both a and b d. cash

4. Passengers may schedule rides on the company's website, and they can pay with .... [الإسكندرية - المنتزه أول 2024]
   a. digital tokens b. educational programs
   c. electronic calls d. cash

5. Ms. Manandhar wants to use her knowledge to ....
   a. start a business b. increase carbon emissions rate
   c. decrease the carbon emissions rate d. study at Google

6. Mobile wallet is an app that can be used to ....
   a. send and receive money b. pay bills
   c. book travel tickets d. all the previous answers

7. Egypt is launching its first electric car to adopt a/an ....
   a. economic development b. green economy
   c. sustainable transportation d. environmental protection

8. One of the ways to decrease the carbon emissions rate is to ....
   a. use petrol cars b. use electric cars
   c. increase the number of cars d. increase pollution

9 The business owner receives a/an .... when the funder confirms a loan. [الجيزة - جنوب 2024]

a. email b. digital token c. bank account d. SMS

10 Aloi is a company that helps people use .... services. [القاهرة - عين شمس 2024]

a. cultural b. financial c. soical d. national

11 The first Egyptian electric car uses a/an .... battery.

a. lithium-ion b. lead-acid

c. nickel-cadmium d. alkaline [شرق الزقازيق - 2024]

12 .... is an app for storing money, and you can use it to pay bills.

a. Credit card b. Mobile wallet

c. Social media app d. Email [القليوبية - 2024]

13 The loans provided to minibus drivers in Nepal are used for ....

a. buying electric minibuses b. upgrading existing ones

c. purchasing houses d. both a and b

14 As part of its strategy to adopt a green economy, Egypt launched its first locally manufactured .... [الإسكندرية - المنتزه ثان 2024]

a. helicopter b. electric car c. spececraft d. submarine

15 All the following are features of Egypt's first electric car, except that ....

a. it can accommodate 5 people b. its maximum speed is 120 km/hr

c. it uses a lithium-ion battery d. it has an affordable price

2 Put (✓) or (✗):

1 Ms. Sonika Manandhar studied engineering, robotics, and artificial intelligence. [شرق الزقازيق 2024] (   )

2 Aloi helps women drivers to get high-interest loans to buy electric minibuses. [القاهرة - بدر 2024] (   )

3 The electric minibuses could increase the carbon emissions rate. (   )

4 Passengers can't schedule rides online through the company's website. [شرق الزقازيق 2024] (   )

5 The loans obtained through Aloi are used to purchase petrol minibuses. ( )

6 Egypt's first electric car is designed to accommodate seven people. ( )

7 The business owner receives a digital token when the funder confirms a loan. [الفيوم 2024] ( )

8 All Aloi's financial transactions are conducted via email. ( )

9 Aloi handles the loans process through traditional banks. ( )

10 Egypt's first electric car is expected to have an expensive price. ( )

11 Starting or growing a business does not require money. ( )

12 Upon loan approval, the business owner receives a digital token. ( )

13 The progress in technology doesn't enhance the lives of people. ( )

14 Using electric cars is a part of Egypt's strategy to adopt a green economy. [الإسكندرية - وسط 2024] ( )

3 Complete the missing parts using the words between the brackets:

(green economy – Electric – digital – improve the environment – Mobile wallet)

1 Ms. Manandhar wanted to use her knowledge to ....

2 .... is an app used in sending and receiving funds.

3 .... minibuses could decrease the carbon emissions rate.

4 When the funder approves a loan, the business owner receives a .... token.

5 Egypt is launching its first electric car to adopt a ....

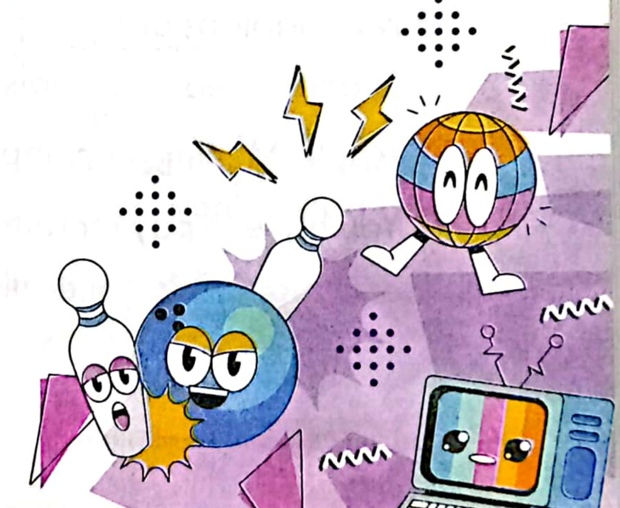
[شرق الزقازيق 2024]





- It is a fintech company that helps people use financial services.
- It helps women minibus drivers to get low-interest loans.
- Passengers can schedule rides on the company's website.
- When a funder approves a loan, the business owner gets a digital token.





Lesson 2 Operating Systems and Software

Operating System (OS)

It is the software that manages a computer's functions, runs the software and hardware, and allows a user to communicate with the computer easily.

نظام التشغيل: هو البرنامج الذي يدير وظائف الكمبيوتر، ويقوم بتشغيل البرامج والأجهزة، ويتيح للمستخدم التواصل مع الكمبيوتر بسهولة.



- An operating system (OS) is the most important software on your computer. Without it, your computer is useless.
- OS coordinates the communication between your hardware and software; the software wouldn't work without it.
- OS ensures that all the software that is running at the same time gets what it needs from the Central Processing Unit (CPU), memory, and storage. This keeps your computer running smoothly.

- نظام التشغيل (OS) هو البرنامج الأكثر أهمية على جهاز الكمبيوتر الخاص بك. بدونه، جهاز الكمبيوتر الخاص بك عديم الفائدة.
- يقوم نظام التشغيل بتنسيق الاتصال بين أجهزتك وبرامجك، ولن يعمل البرنامج بدونه.
- يضمن نظام التشغيل أن كافة البرامج التي يتم تشغيلها في نفس الوقت تحصل على ما تحتاجه من وحدة المعالجة المركزية (CPU)، والذاكرة، ووحدات التخزين. وهذا يحافظ على تشغيل جهاز الكمبيوتر الخاص بك بسلاسة.

- When you buy a computer or device, it usually has a pre-loaded OS.
- Most laptops and computers have **Microsoft Windows** pre-loaded, which is often used in schools and organizations.
- Apple Macintosh computers use **macOS**.
- You have to pay for different software for each of these operating systems, and macOS is generally more expensive.

- Smartphones and tablets use different operating systems, such as Android and iOS.



- عند شراء جهاز كمبيوتر أو جهاز، فإنه عادةً ما يكون مزودًا بنظام تشغيل مُحمّل مسبقًا.
- تحتوي معظم أجهزة الكمبيوتر المحمولة وأجهزة الكمبيوتر على نظام التشغيل Microsoft Windows الذي تم تحميله مسبقًا، والذي يُستخدم غالبًا في المدارس والمؤسسات. تستخدم أجهزة كمبيوتر Apple Macintosh نظام التشغيل macOS.
- يتعين عليك الدفع مقابل برامج مختلفة لكل نظام من أنظمة التشغيل هذه، ويكون نظام التشغيل macOS أكثر تكلفة بشكل عام.
- تستخدم الهواتف الذكية والأجهزة اللوحية أنظمة تشغيل مختلفة، مثل Android وiOS.

Changing the System Settings

- You can change the settings of an OS by using a system settings control.
- These have different names and appearances depending on the OS:

Windows	iOS	macOS
Control Panel	Control Center	System Preferences

- يمكنك تغيير إعدادات نظام التشغيل باستخدام التحكم في إعدادات النظام.
- التحكم في إعدادات النظام له أسماء ومظاهر مختلفة اعتمادًا على نظام التشغيل.

Windows Control Panel لوحة التحكم

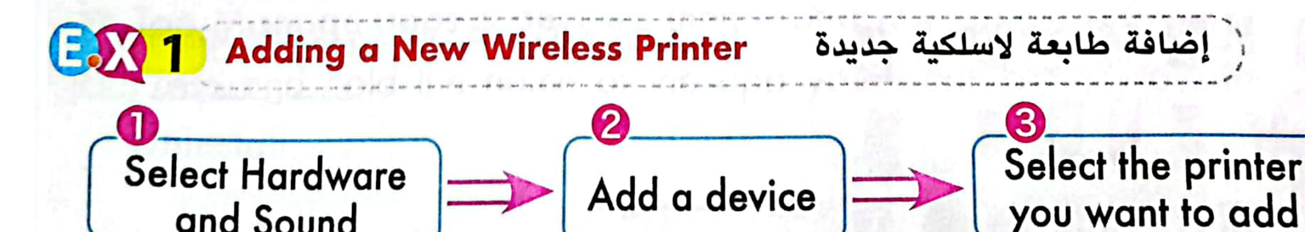
- On most computers, you can locate the Control Panel from:



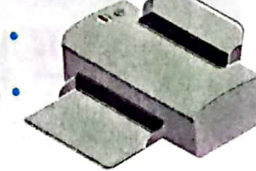
- All adjustable hardware and software settings and configurations can be modified in the Control Panel.

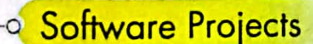
- على معظم أجهزة الكمبيوتر، يمكنك تحديد موقع لوحة التحكم عن طريق كتابة "لوحة التحكم" في مربع البحث في شريط المهام.
- يمكن تعديل جميع إعدادات الأجهزة والبرامج القابلة للتعديل في لوحة التحكم.

EX 1 Adding a New Wireless Printer إضافة طابعة لاسلكية جديدة



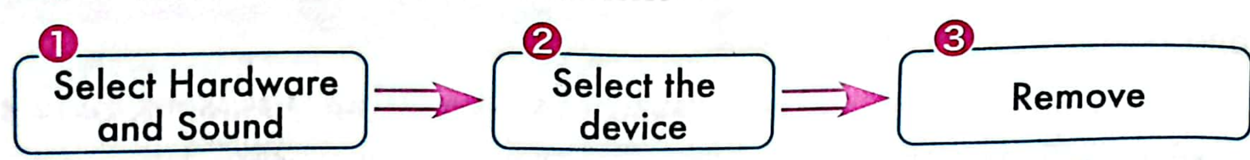
- اختر "الأجهزة والصوت"، ثم "أضف جهاز".
- اختر الجهاز الذي تريد إضافته إلى جهاز الكمبيوتر الخاص بك.







EX 2 Removing a Device إزالة جهاز



- The changes you make in the Control Panel are automatically applied to other software in your computer.

• اتبع الخطوتين السابقتين، ثم اختر إزالة.

• يتم تطبيق التغييرات التي تقوم بها في لوحة التحكم تلقائيًا على البرامج الأخرى في جهاز الكمبيوتر الخاص بك.

EX 3 Downloading a New Font تحميل خط جديد

1. Download the font from the internet.
2. The new font will be in the Downloads folder.
3. In the Control Panel, click on Fonts, this will show you the library of fonts that is installed on your computer.
4. Drag and drop the font file from the Downloads folder into the Fonts library.

- Then, when you open any Microsoft Office program, the new font will be available in the fonts drop-down menu.

① قم بتنزيل الخط من الإنترنت. ② سيكون الخط الجديد موجودًا في مجلد التنزيلات.

③ في لوحة التحكم، انقر على الخطوط وسيظهر لك مكتبة الخطوط المثبتة على جهاز الكمبيوتر الخاص بك.

④ قم بسحب ملف الخط من مجلد التنزيلات وإدراجه في مكتبة الخطوط.

• ثم عند فتح أي برنامج من برامج مايكروسوفت أوفيس سيكون الخط الجديد متاحًا في القائمة المنسدلة للخطوط.

- The layout and graphical interface of the Control Panel are different in each version of Windows since programmers try to improve them each time an updated OS is released.

• يختلف التصميم والواجهة الرسومية للوحة التحكم في كل إصدار من Windows لأن المبرمجين يحاولون تحسينه في كل مرة يتم فيها إصدار نظام تشغيل محدث.



Installing and Removing Programs

- Some software installs automatically.
- For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.
- It is also simple to remove computer programs from your computer using the upcoming steps.

- بعض البرامج يتم تثبيتها تلقائيًا على الجهاز.
- على سبيل المثال، عند توصيل طابعة جديدة بجهاز كمبيوتر، يقوم Windows بتحميل البرنامج الصحيح حتى تتمكن من استخدامه على الفور.
- من السهل أيضًا إزالة برامج الكمبيوتر من جهاز الكمبيوتر الخاص بك باستخدام الخطوات القادمة.

Removing a Program in Windows إزالة برنامج في الويندوز

- Open Control Panel ⟹ Programs ⟹ Programs and Features.
- Find the program you want to uninstall from the list.
- Right-click on it or press and hold, then select Uninstall or Uninstall/ Change.
- Follow the directions on the screen.



- افتح لوحة التحكم > حدد البرامج > ثم حدد "البرامج والميزات".
- ابحث عن البرنامج الذي تريد إلغاء تثبيته من القائمة.
- انقر بزر الماوس الأيمن فوقه أو اضغط مع الاستمرار، ثم حدد إلغاء التثبيت أو إلغاء التثبيت / التغيير.
- اتبع الإرشادات التي تظهر على الشاشة.

Removing a Program in Android إزالة برنامج في أندرويد



- Open Google Play Store app, then tap on the Profile icon.
- Tap Manage apps & devices, then Manage.
- Press and hold the name of the app you want to uninstall, then tap Uninstall.

- افتح تطبيق Google Play Store، ثم اضغط على أيقونة ملف التعريف.
- اضغط على "إدارة التطبيقات والأجهزة "، ثم إدارة.
- اضغط مع الاستمرار على اسم التطبيق الذي تريد إلغاء تثبيته، ثم اضغط على إلغاء التثبيت.

Theme 4

Information in Exercises

- Linux is a family of open-source operating systems, including **Fedora**, **Linux Mint**, and **Debian**.
- Open-source means that anyone can run Linux. It can be distributed by anyone, and anyone can make changes to it.
- Linux-based operating systems are community-driven. This means any systems expert can look into the system and change or fix parts.
- Operating systems that use Linux often run faster and more efficiently than other operating systems, such as **Windows**. This is because they have fewer programs running in the background, which can slow computers down.

- Linux هو عائلة من أنظمة التشغيل مفتوحة المصدر مثل Fedora و Linux Mint و Debian
- المصدر المفتوح يعني أنه يمكن لأي شخص تشغيل Linux. يمكن توزيعه من قبل أي شخص، ويمكن لأي شخص إجراء تغييرات عليه.
- أنظمة التشغيل المستندة إلى Linux تعتمد على المجتمع؛ لذلك يمكن لأي خبير في الأنظمة النظر في النظام وتغيير الأجزاء أو إصلاحها.
- غالبًا ما تعمل أنظمة التشغيل التي تستخدم Linux بشكل أسرع وأكثر كفاءة من غيرها من أنظمة التشغيل الأخرى، مثل Windows. وذلك لأن لديهم عددًا أقل من البرامج التي تعمل في الخلفية، مما قد يؤدي إلى إبطاء أجهزة الكمبيوتر.

أهم الكلمات والمصطلحات

Operating System	نظام التشغيل	Communicate with	التواصل مع
Realise	يدرك	Useless	بلا فائدة
Coordinate	ينسق	Verify the requirements	يتحقق من المتطلبات
Central Processing Unit	وحدة المعالجة المركزية	Running smoothly	يعمل بسلاسة
Pre-loaded	محمل مسبقًا	Organizations	المؤسسات
Pay for	يدفع مقابل	Appearances	مظاهر
Preferences	التفضيلات	Adjustable	قابل للتعديل
Computer's functions	وظائف الكمبيوتر	Can be modified	قابل للتغيير
Wireless printer	طابعة لاسلكية	Nearby printers	الطابعات القريبة
Automatically applied	يتم تطبيقه تلقائيًا	Font	الخط
Installing programs	تثبيت البرامج	Drag and drop	سحب وإسقاط
Available	متاح	The layout	التخطيط
Graphical interface	واجهة رسومية	In each version	في كل نسخة
Installs automatically	يتم التنزيل تلقائيًا	Plug	توصيل
Immediately	على الفور	Press and hold	اضغط مع الاستمرار
Adjustable	قابل للتعديل	Programs and Features	البرامج والميزات
Uninstall	إلغاء التثبيت		

Exercises on Lesson 2

1 Choose the correct answer:

1. The .... is the software that manages a computer's functions and runs the software and hardware. [القاهرة - المستقبل 2024] [القاهرة - بدر 2024]
   a. CPU
   b. operating system
   c. AI
   d. Google Meet
2. Smartphones and tablets use the .... operating system(s).
   a. Android
   b. iOS
   c. Windows
   d. both a and b
3. To add a new wireless printer in Windows, you can select ...., then Add a device.
   a. Programs and Features
   b. System and Security
   c. Hardware and Sound
   d. Network and Internet
4. To remove a computer program, open the Control Panel, then choose ....
   a. User Accounts
   b. Uninstall Program
   c. Ease of Access
   d. Page Border [الفيوم 2024]
5. The operating system is a type of ....
   a. software
   b. hardware
   c. programming language
   d. Apple app
6. You can change the settings of an operating system by ....
   a. using a web browser
   b. downloading a new software
   c. changing the hardware
   d. using a system settings control
7. Most laptops and computers are pre-loaded with the .... operating system.
   a. macOS
   b. Android
   c. Windows
   d. Linux [القناطر الخيرية 2024]
8. When you plug a new printer into a PC, the .... downloads the correct software.
   a. printer
   b. Windows
   c. browser
   d. CPU

9 To install a new font in Windows, drag and drop the new font into the .... folder.

a. Programs b. Fonts c. System d. Networks

10 The operating system that is used in Macintosh computers is ....

a. Windows b. iOS

c. Android d. macOS [الإسكندرية - شرق 2024]

11 The layout and graphical interface of the Control Panel are .... in each version of Windows.

a. different b. the same

c. identical d. unchanged

12 To add a new wireless printer, select Hardware and Sound, then ....

a. Document b. Software

c. Remove d. Add a device [الإسكندرية - وسط 2024]

13 The system settings control is called the .... in Windows.

a. Control Center b. Control Panel

c. System Preferences d. none of the previous answers

14 You can easily remove a program in Windows by selecting .... in the Control Panel, then Uninstall.

a. Programs and Features b. System and Security

c. Hardware and Sound d. Network and Internet

2 Put (✓) or (✗):

1 Computers will be useless without operating systems. [القاهرة - الشروق 2024] (   )

2 macOS is generally more expensive than other operating systems. (   )

3 It is complex to remove programs from your computer. (   )

4 Smartphones and tablets use operating systems, such as Android and iOS. [القاهرة - عين شمس 2024] (   )

5 In Windows, the system settings control is called Control Center. [القناطر الخيرية 2024] (   )

6 The changes you make in the Control Panel are automatically applied to other software. (   )

7. Most laptops and computers have Andriod pre-loaded. [الجيزة - الهرم 2024] ( )
8. You can change the settings of an OS by using a system settings control. ( )
9. To install a new font, you can use the Control Panel. ( )
10. When you buy a computer or device, it usually does not have a pre-loaded OS. ( )
11. The layout and graphical interface of the Control Panel is different in each version of Windows. [شرق الزقازيق 2024] ( )
12. OS coordinates and manages the communication between your hardware and software. ( )
13. To uninstall an app on your Android device, you need to access the Google Play Store app. ( )
14. Control Panel is the system settings control in iOS. [الإسكندرية - شرق 2024] ( )
15. macOS is the common operating system used by tablets and smartphones. [الجيزة - جنوب 2024] ( )
16. Control Center is the system settings control in iOS. ( )
17. Adding a new wireless printer is done through the Control Panel in Windows. [القليوبية 2024] ( )
18. Smartphones and tablets use the same operating system as computers. ( )
19. Closed-source means that anyone can run Linux and for any reason. [الدقهلية 2024] ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Windows	a. is an open-source operating system.
2 Control Center	b. runs on Macintosh computers.
3 Linux	c. Without it, your computer is useless.
4 Operating system	d. is a popular OS, often used in schools and organizations.
5 macOS	e. is the name of system settings control in iOS.

1 .... 2 .... 3 .... 4 .... 5 ....



① Help the Robot remove a program in Windows by arranging the steps below.

- ☐ Select Programs and Features.
- ☐ Find the program from the list.
- ☐ Select Programs.
- ☐ Open the Control Panel.
- ☐ Follow the directions on the screen.
- ☐ Right click on it, then select Uninstall.

② Guide the Robot to remove his printer by arranging the steps below.

- ☐ Click Remove.
- ☐ Open Control Panel.
- ☐ Select the printer.
- ☐ Hardware & Sounds

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. .... runs on Macintosh computers. [الجيزة - الهرم 2024]
   a. Windows b. Android c. macOS d. Linux
2. Aloi company assists women minibus drivers to obtain .... loans.
   a. low-interest b. high-interest c. no-interest d. interest-free
3. .... is an app for storing money, and you can use it to pay bills.
   a. Credit card b. Mobile wallet
   c. Social media app d. Both a and b
4. You can drag and drop the font file from your .... into the fonts.
   a. Documents folder b. Downloads folder
   c. folder program d. hard disk [الإسكندرية - المنتزه أول 2024]
5. Minibus drivers in Nepal receive and repay the loans through ....
   a. bank loans b. Aloi's platform c. credit cards d. SMS
6. .... manage(s) the communication between hardware and software.
   a. Operating systems b. CPU
   c. Control Panel d. RAM [الإسكندرية - العجمي 2024]
7. To remove a device in Windows, you can select ...., then select Remove.
   a. Programs and Features b. System and Security
   c. Hardware and Sound d. Network and Internet

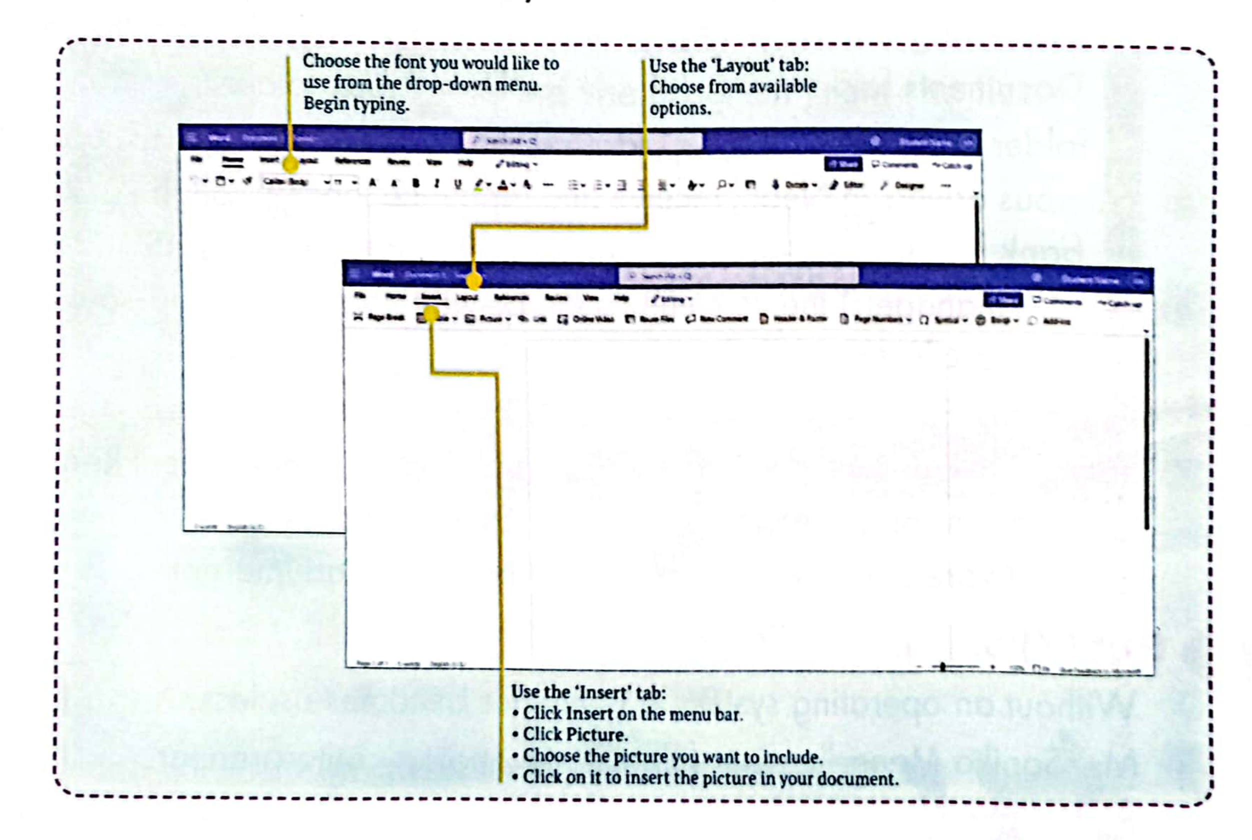
2 Put (✓) or (✗):

1. Without an operating system, a computer becomes useless. ( )
2. Ms. Sonika Manadhar is a financial technology enterepreneur. ( )
   [القاهرة - المعادي 2024]
3. Control Panel is the system settings control in macOS. ( )
4. All Aloi's financial transactions are sent online. ( )
5. Smartphones and tablets use the macOS operating system. ( )
   [الإسكندرية - وسط 2024]
6. The electric minibuses could increase the carbon emissions rate. ( )
7. Upon loan approval, the business owner receives a physical token. ( )
8. In Windows, the system settings control is called Control Center. ( )

Lesson 3 Writing and Sharing Reports

Writing a report in Microsoft Word

- Microsoft Word is still the most reliable creation tool to use for writing reports to share information.
- To choose between different designs in Microsoft Word:
  - Click the Layout and Insert tabs.
  - Then choose the elements you want to include.



• لا يزال برنامج مايكروسوفت وورد حتّى اليوم الأداة الأكثر موثوقية لكتابة التقارير ومشاركة المعلومات.

• للاختيار من بين مختلف التصاميم في مايكروسوفت وورد، فانقر على تبويبَي "التخطيط" (Layout) و"الإدخال" (Insert) واختر العناصر التي ترغب في تضمينها في تقريرك.

Microsoft Word Tools

Tool	Function
Formatting Tools	• To add bold and italicize words. • To set up headings. • To create tables. • To insert images, hyperlinks, and footnotes.
Editing Tools	• To check reports for spelling, grammar, and conciseness. • تستخدم للتحقق من أن التقارير خالية من الأخطاء الإملائية والقواعد النحوية، وتكون موجزة.
Preview Tools	• To view a document before saving or printing. • تستخدم لعرض مستند قبل حفظه أو طباعته.

Messaging Services خدمات المراسلة

- You can use messaging services, such as WhatsApp to:
  1. Communicate ideas.
  2. Share information.
- You might also use messaging services to:
  1. Collaborate on a group project.
  2. Seek feedback from classmates or teachers.
- Like text messaging, messaging services allow you to send:
  1. Text 2. Images 3. Voice messages 4. Videos
- You can include one person in a chat, or many people.

- يمكنك استخدام خدمات المراسلة، مثل تطبيق WhatsApp، من أجل:
  - توصيل الأفكار.
  - تبادل المعلومات.
- يمكنك أيضًا استخدام خدمات المراسلة للتعاون في مشروع جماعي أو للحصول على تعليقات زملاء الدراسة أو المعلمين.
- كما هو الحال مع الرسائل النصية، تتيح لك خدمات المراسلة إرسال ما يلي:
  1. الرسائل النصية. 2. الصور. 3. الرسائل الصوتية. 4. الفيديوهات.
- يمكنك إدراج شخص واحد في الدردشة، أو عدة أشخاص.

Advantages of Messaging Services Over Standard Text Messaging

1. Since they use the internet, messages are almost always free to send and receive.
2. There are no special prices to worry about when messaging someone from across the world.
3. Messages sent are encrypted – only the intended recipient will be able to see the message.
4. Messaging services are compatible on any device and with both Android and Apple products. There are no restrictions.



1. نظرًا لأنهم يستخدمون الإنترنت، فإن إرسال الرسائل واستلامها يكون دائمًا مجانيًّا.
2. لا توجد مصاريف خدمة تدعو للقلق عند مراسلة شخص ما في أي مكان في العالم.
3. يتم تشفير الرسائل المرسلة، ولن يتمكن سوى المستلم المقصود من رؤية الرسالة.
4. خدمات المراسلة متوافقة على أي جهاز أندرويد أو أبل من دون قيود.

أهم الكلمات والمصطلحات

English	العربية	English	العربية
Writing a report	كتابة تقرير	Different designs	تصميمات مختلفة
The most reliable creation tool	الأداة الأكثر موثوقية	Preview tools	أدوات المعاينة
Available options	الخيارات المتاحة	The Layout	التخطيط
Insert	الإدخال	Include	يتضمن
Formatting tools	أدوات التنسيق	Seek feedback	طلب ردود الفعل او التعليقات
Italicize	مائلة	Headings	العناوين
Hyperlinks	الروابط التشعبية	Footnotes	الحواشي السفلية
Conciseness	الإيجاز	Messaging services	خدمات المراسلة
Collaborate	يتعاون	Group project	مشروع جماعي
Classmates	زملاء	However	إلا أن..
Advantages	المزايا	Send and receive	إرسال واستقبال
Special prices	أسعار خاصة	Across the world	جميع أنحاء العالم
Encrypted	مشفرة	No restrictions	بدون قيود
Compatible	متوافق	Italicize words	كلمات بخط مائل
Recipient	المتلقي	Bold words	كلمات بخط عريض

Exercises on Lesson 3

1 Choose the correct answer:

1. .... is the most reliable creation tool to use for writing reports to share information. [الإسكندرية - العجمي 2024] [الإسكندرية - وسط 2024]
   a. Application b. Microsoft word
   c. WhatsApp d. Access
2. You can use messaging services, such as the .... application, to communicate ideas and share information. [الجيزة - الهرم 2024] [القاهرة - المعادي 2024]
   a. Microsoft Word b. Microsoft Excel
   c. PowerPoint d. WhatsApp
3. The .... tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes.
   a. review b. editing
   c. formatting d. none of them [القناطر الخيرية 2024]
4. The messaging services allow you to send .... to your friends.
   a. text b. images and videos
   c. voice messages d. all the previous answers
5. Which of the following is NOT a feature of messaging services like WhatsApp?
   a. Messages are sent for free. b. Messages are encrypted.
   c. There are restrictions with some devices.
   d. They are compatible with Android and iOS.
6. You can use the .... tools in MS Word to check reports for spelling and grammar mistakes.
   a. editing b. preview
   c. formatting d. both a and b [القليوبية 2024]
7. Messaging services are compatible with the .... operating system(s).
   a. Android b. iOS
   c. both a and b d. none of them
8. You can choose between different designs in Word through the ...... tab(s).
   a. Insert b. Layout
   c. View d. both a and b [الفيوم 2024]

9 The .... tool(s) can bold and italicize words in MS Word.

a. formatting
b. editing
c. review
d. both and b

10 Messages sent are ....; only the intended recipient will be able to see the sessage. [الإسكندرية - المنتزه أول 2024]

a. encrypted
b. hidden
c. analyzed
d. opened

11 The .... tool(s) in MS Word allow(s) you to view a document before saving or printing it. [القاهرة - عين شمس 2024]

a. painting
b. preview
c. formatting
d. comment

12 The advantage of messaging services, like WhatsApp, over standard text messaging is that ....

a. it's almost free to send
b. it's compatible on any device
c. sent messages are encrypted
d. all the previous answers

2 Put (✓) or (✗):

1 We use Microsoft Word for writing reports. (   )
[الجيزة - الهرم 2024] [القاهرة - المعادي 2024]

2 Messages sent through WhatsApp are encrypted. (   )

3 Microsoft Word allows you to create tables using the editing tools. (   )

4 WhatsApp includes formatting tools and allows you to create tables. [القاهرة - الشروق 2024] (   )

5 WhasApp application is used to communicate ideas and share information. [الإسكندرية - شرق 2024] (   )

6 Messaging services, like WhatsApp and SMS, allow communication with others. (   )

7 You can only include one person in a chat on messaging services like WhatsApp. (   )

8 Messaging services allow communication through text messages only. (   )

9. You can choose different designs in MS Word by clicking on the Layout and Insert tabs. ( )
10. There are no special prices to worry about when messaging someone from across the world on WhatsApp. [الفيوم 2024] ( )
11. You can't use messaging services to collaborate on a group project ( )
12. Sending a photo using messaging services doesn't require internet access. ( )
13. The editing tools in Word is used to check reports for spelling, grammar, and conciseness ( )
14. Microsoft Word allows you to set up headings using the formatting tools. ( )
15. Messaging services are compatible with any device. [القاهرة - المستقبل 2024] ( )
16. Preview tools in Microsoft Word allow users to view documents before printing them. ( )
17. Messaging services allow you to send text, image, voice messages, and videos. [شرق الزقازيق 2024] ( )
18. Text messages allow sending pictures, audio, and video clips to one individual only. [الغردقة 2024] ( )
19. The formatting tools can bold and italicize words in MS Word. ( ) [شرق الزقازيق 2024]

3 Complete the missing parts using the words between the brackets:

(editing tools – encrypted – WhatsApp – formatting tools – MS Word)

1. .... is the most reliable creation tool to use for writing reports to share information. [شرق الزقازيق 2024]
2. .... is an example of messaging services.
3. The messages sent using messaging services are ....
4. In MS Word, ... are used to set up headings and create tables.
5. You can use the .... in MS Word to check reports for spelling, grammar, and conciseness.



Crossword Puzzle

(formatting – WhatsApp – encrypted – reports – compatible – MS Word – preview – editing)

1. Messages sent are ....; only the intended recipient will be able to see the message.
2. You can use the .... tools in MS Word to check reports for spelling, grammar, and consciences.
3. .... tools are used to view a document before saving or printing.
4. Messaging services are .... on any device.
5. .... tools are used to set up headings and create tables.
6. .... is the most reliable creation tool to use for writing reports to share information.
7. .... is an example of messaging services.
8. MS Word is used to write ....

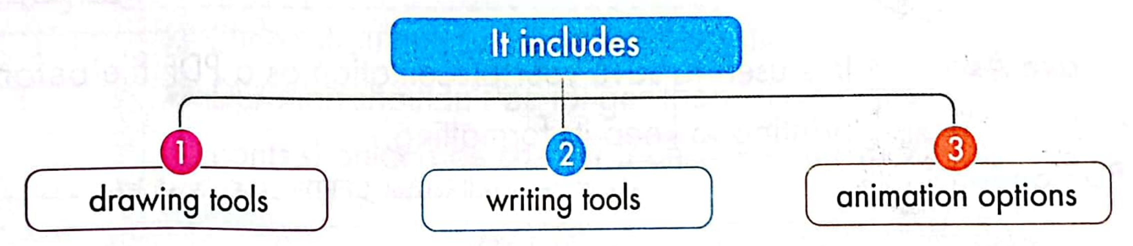
Lesson 4 Creating a Presentation

- You can use Office Suite to create presentations to express opinions and ideas.
- A suitable design can make presentations engaging and visually appealing.

« يمكنك استخدام Office Suite لإنشاء عروض تقديمية؛ للتعبير عن آرائك وأفكارك.

« التصميم المناسب يمكن أن يجعل العروض التقديمية تشويقية وجذابة بصريًّا.

Microsoft PowerPoint



- **Writing tools:** are used to create text.
- **Animation options:** are used to add movement to the sentences and words on your slides.

« **مايكروسوفت باوربوينت:** يتضمن أدوات الرسم وأدوات الكتابة لإنشاء النصوص.

« يتضمن أيضًا خيارات الحركة لإضافة الحركة إلى الجمل والكلمات الموجودة في الشرائح.

- You can use Microsoft PowerPoint to create presentations to communicate ideas and opinions.
- PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers.



« يمكنك استخدام باوربوينت لإنشاء عروض تقديمية تعبر من خلالها عن أفكارك وآرائك.

« يحتوي برنامج باوربوينت على أدوات سهلة الاستخدام؛ للمساعدة على إنشاء مواد مرئية جذابة تشد انتباه المشاهدين.

Theme 4

Tools for Creating a Presentation in PowerPoint

Tool	Usage
Design tab → Slide Size	• Click on it to choose the size of your slide. • You can choose Standard or Widescreen. • You can also customize your own slide size. • انقر عليها لاختيار حجم الشريحة الخاصة بك. • يمكنك اختيار الحجم العادي أو شاشة عريضة. • يمكنك أيضًا تخصيص حجم الشريحة الخاصة بك.
Design tab → Themes and Variants	• These tools help you to choose a style for your presentation, including design and text placement. • تساعدك هذه الأدوات على اختيار نمط العرض التقديمي الخاص بك، بما في ذلك التصميم وموضع النص.
Save As → PDF option	• It is used to save your presentation as a PDF file before printing to keep its formatting. • يُستخدم لحفظ العرض كملف PDF قبل الطباعة للحفاظ على تنسيقه.
Edit in Review mode	• It is used to review your presentation. • Are there any text errors or issues with the layout? In Review mode, you can make your changes. • يتم استخدامه لمراجعة عرضك التقديمي. هل هناك أي أخطاء نصية أو مشكلات في التخطيط؟ يمكنك إجراء تغييراتك في وضع المراجعة.
File tab → Print	• You can see a final preview of your flyer and click Print. • يمكنك رؤية المعاينة النهائية لعرضك، ثم انقر فوق طباعة.
Insert tab → Pictures	• It enables you to add pictures to your presentation to help get your message across. • You can upload pictures from an online picture bank, a screenshot, or from your photo album. • يمكّنك من إضافة صور إلى عرضك التقديمي للمساعدة على إيصال رسالتك. • يمكنك تحميل الصور من بنك الصور عبر الإنترنت، أو إدراج لقطة شاشة، أو من ألبوم الصور لديك.

Insert tab → Text Box

- It is used to write your text.
- Use the Text Box to carefully craft your message.
- You can also use SmartArt, but make sure it's easy to read.
- Remember the 10-20-30 rule when it comes to text size!

• يُستخدم لكتابة النص الخاص بك.
• استخدم مربع النص لصياغة رسالتك بعناية.
• يمكنك أيضًا استخدام SmartArt ولكن تأكد من سهولة قراءته.
• تذكر قاعدة 10-20-30 عندما يتعلق الأمر بحجم النص.

10-20-30 Rule

- Slides shouldn't be more than 10 slides.
- Duration shouldn't be longer than 20 minutes.
- Fonts shouldn't be smaller than 30 points in size.







أهم الكلمات والمصطلحات

Term	المعنى	Term	المعنى
Office Suite	حزمة برامج الأوفيس	Presentations	عروض تقديمية
Express	يعبر	Express opinions	التعبير عن الآراء
Suitable design	تصميم مناسب	Engaging	جذاب
Visually appealing	لافت للنظر - جذاب بصريًا	Features	خصائص
Include	يتضمن	Movement	حركة
Materials	مواد	Get your idea across	إيصال فكرتك بفعالية
Formatting	التنسيق	Issues	مشكلات
Preview of your flyer	معاينة عرضك	Carefully	بحرص
Keep its formatting	الحفاظ على تنسيقه	Easy to read	سهل القراءة

Exercises on Lesson 4

1 Choose the correct answer:

1. .... is a software program that can be used to create presentations.
   a. Word b. Excel c. PowerPoint d. Outlook
   [القاهرة - الزيتون 2024]

2. The recommended rule to follow in a PowerPoint presentation is ....
   a. 5-10-15 b. 10-20-30 c. 15-20-30 d. 20-30-40

3. Microsoft PowerPoint includes ....
   a. drawing and writing tools
   b. animation options
   c. both a and b
   d. none of the previous answers

4. The slide size can be changed in Microsoft PowerPoint by using the ...... tab.
   a. File
   b. Design
   c. View
   d. Insert
   [الإسكندرية - برج العرب 2024]

5. You can use the .... tool in PowerPoint to create text.
   a. Pictures
   b. Slide Size
   c. Excel
   d. Text Box
   [شرق الزقازيق 2024]

6. Based on the 10-20-30 rule, the presentation shouldn't exceed ....
   a. 10 minutes
   b. 20 minutes
   c. 30 minutes
   d. none of them
   [القاهرة - الزيتون 2024]

7. .... mode allows you to review your presentation for errors or layout issues.
   a. Design b. Save As c. Review d. Insert

8. If you need tools to help you choose a style for your presentation, including design and text placement, from the Design tab, choose ....
   a. Themes and Variants
   b. SmartArt
   c. Smart Text
   d. Text Box
   [الفيوم 2024]

9. To see a final preview of your presentation before printing, click on the .... tab.
   a. Design   b. Save As   c. File   d. Insert

10. The .... tool can be used to add movement to sentences and words in PowerPoint.
   a. Pictures   b. Transition   c. Text Box   d. Animation

11. The .... is a tab you can use to add pictures to your Microsoft PowerPoint presentation. [القاهرة - عين شمس 2024] [القاهرة - المعادي 2024]
   a. Insert tab   b. File tab   c. Design tab   d. Help tab

12. The recommended number of slides in a PowerPoint presentation is ....
   a. less than 5   b. not less than 10
   c. not more than 10   d. more than 20

13. Through PowerPoint, in .... mode, you can make your changes.
   a. Insert   b. Design
   c. Review   d. none of them [القاهرة - الزيتون 2024]

14. The file can be saved using .... to keep its formatting.
   a. Word   b. PDF
   c. PGP   d. Notepad [الإسكندرية - المنتزه أول 2024]

15. The recommended text size should not be smaller than .... according to the 10-20-30 rule for the PowerPoint presentation. [الجيزة - جنوب 2024]
   a. 10 point size   b. 20 point size   c. 30 point size   d. 40 point size

2 Put (✓) or (✗):

1. MS Excel is considered one of the programs for creating presentations. [السويس 2024] (   )
2. You can use SmartArt in PowerPoint. (   )
3. You cannot preview your presentation before printing. (   )
4. You can add pictures in PowerPoint from the internet. (   )
5. PowerPoint has tools to make material visually appealing. [القليوبية 2024] (   )

6. You can customize your own slide size in PowerPoint. ( )
7. As per the 10-20-30 rule, a PowerPoint presentation should exceed 10 slides. ( )
8. The Insert tab is used to add pictures to your presentation. [القاهرة - المستقبل 2024] ( )
9. PowerPoint includes drawing and writing tools to create text. [القناطر الخيرية 2024] ( )
10. PowerPoint doesn't provide an option to save a presentation as a PDF file. [الإسكندرية - وسط 2024] ( )
11. In PowerPoint, you can choose the size of your slide in the Review tab. ( )
12. In a PowerPoint presentation, you should use fonts smaller than 30 points size. [دمياط 2024] ( )
13. PowerPoint does not provide text animation options. ( )
14. The Review mode allows you to check your presentation for text and layout errors. ( )
15. You can add movement to sentences on the slide in Microsoft PowerPoint. [الإسكندرية - شرق 2024] ( )
16. Themes and Variants tools enable you to select the presentation styles. ( )
17. PowerPoint provides options for adding animation to the sentences and words on the slides. [الغردقة 2024] ( )
18. The Save As option in PowerPoint allows you to save your presentation as a PDF file to preserve its formatting. [الجيزة - جنوب 2024] ( )

3 Complete the missing parts using the words between the brackets:

(customize – 20 – PowerPoint – Save As PDF – 10)

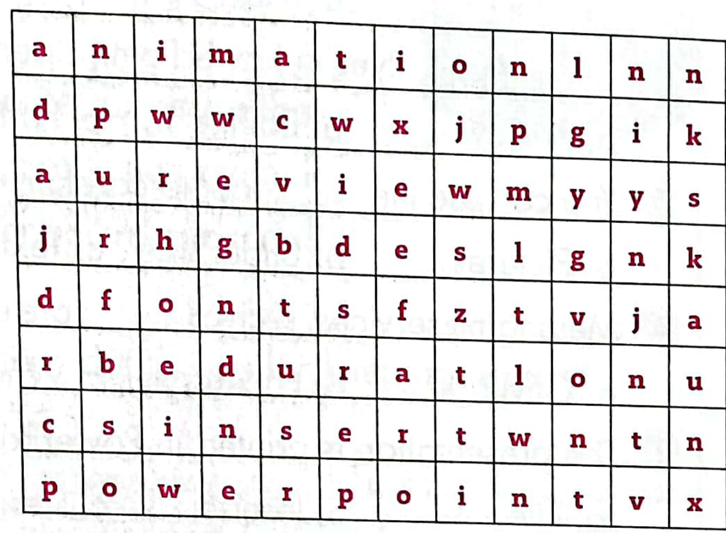
1. .... includes drawing and writing tools and animation options.
2. The number of slides in a presentation shouldn't be more than ...... slides.
3. You can use the .... option to keep the file formatting. [الدقهلية 2024]
4. The duration of the presentation shouldn't be longer than .... minutes.
5. You can .... the slide size in PowerPoint. [شرق الزقازيق 2024]





Find the following words in the puzzle.

(review – duration – animation – fonts – insert – PowerPoint - design)



a	n	i	m	a	t	i	o	n	l	n	n
d	p	w	w	c	w	x	j	p	g	i	k
a	u	r	e	v	i	e	w	m	y	y	s
j	r	h	g	b	d	e	s	l	g	n	k
d	f	o	n	t	s	f	z	t	v	j	a
r	b	e	d	u	r	a	t	i	o	n	u
c	s	i	n	s	e	r	t	w	n	t	n
p	o	w	e	r	p	o	i	n	t	v	x

Find the following words in the puzzle.

Word are hidden ⇒ and ⇓ .

1. .... is used to create presentations.
2. PowerPoint includes .... options to add movement to sentences and words.
3. In a presentation, the .... shouldn't be longar than 20 minutes.
4. The .... tab enables you to add pictures and text boxes.
5. The .... tab helps you to choose the size and style of your slides.
6. The .... mode allows you to review your presentation for errors or layout issues.
7. .... shouldn't be smaller than 30 points in size.

Test Yourself on Lessons 3&4

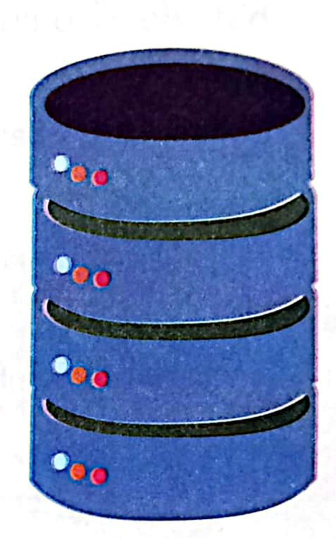
1 Choose the correct answer:

1. PowerPoint program is primarily used for creating ....
   a. presentations b. documents c. websites d. graphs [شرق الزقازيق 2024]
2. Messaging services are compatible with the .... operating system(s).
   a. Android
   b. iOS
   c. both a and b
   d. none of the previous answers
3. Use the .... tab to insert the picture in your document. [دمياط 2024]
   a. Home b. View c. Insert d. Design
4. To print your flyer in PowerPoint, open the .... tab.
   a. Review b. Editing c. Formatting d. none of them
5. You can use the .... tool to carefully craft your message in PowerPoint.
   a. Pictures b. Slide Size c. Text Box d. PDF
6. Messaging services, such as ...., are used worldwide for communication.
   a. GIMP b. Facebook c. WhatsApp d. Scratch
7. The presentation is printed in PowerPoint from the .... tab.
   a. File b. Insert c. Design d. View [الغردقة 2024]

2 Put (✓) or (✗):

1. You can use PowerPoint to communicate ideas and opinions. ( )
2. Messages sent through messaging services aren't encrypted. ( )
3. MS Word allows you to insert images, hyperlinks, and footnotes. ( )
4. Reports can be written using MS Word. [السويس 2024] ( )
5. You cannot save your presentation as a PDF file. [القاهرة - الزيتون 2024] ( )
6. Messaging services are restricted to certain devices. ( )
7. MS Word does not offer editing tools for checking spelling and grammar. ( )
8. As per the 10-20-30 rule, a presentation should exceed 20 minutes. ( )

Lesson 5 Creating a Database



- Databases store a large amount of information on a computer system.
- The data can then be easily analyzed or changed to meet the needs of users.
- Databases can be used to collect information about people, places, or things.
- For examples:



1. A teacher may have a secure database that includes students' information, such as their student number in the school records and class name.
2. A business may have similar databases for keeping track of employees' information.

- تخزن قواعد البيانات كمية كبيرة من المعلومات في نظام الكمبيوتر.
- يمكن بعد ذلك تحليل البيانات أو تغييرها بسهولة لتلبية احتياجات المستخدمين.
- يمكن استخدام قواعد البيانات لجمع معلومات عن الأشخاص أو الأماكن أو الأشياء. على سبيل المثال: قد يكون لدى المعلم قاعدة بيانات آمنة تتضمن معلومات عن تلاميذه، مثل: رقم التلميذ في كشوف المدرسة، واسم الفصل.
- قد تستخدم شركة معينة قواعد بيانات مماثلة لتسجيل معلومات الموظفين.

NOTES:

1. All data must be managed in compliance with Egypt's Data Protection Laws.
2. You can use Microsoft Excel to create databases.

1. يجب إدارة جميع البيانات بما يتوافق مع قوانين حماية البيانات المصرية.
2. يمكنك استخدام Microsoft Excel لإنشاء قواعد البيانات.



Creating a Database in Microsoft Excel



» The steps below explain how to add students, numbers, names, and birth dates to create a database in Microsoft Excel:

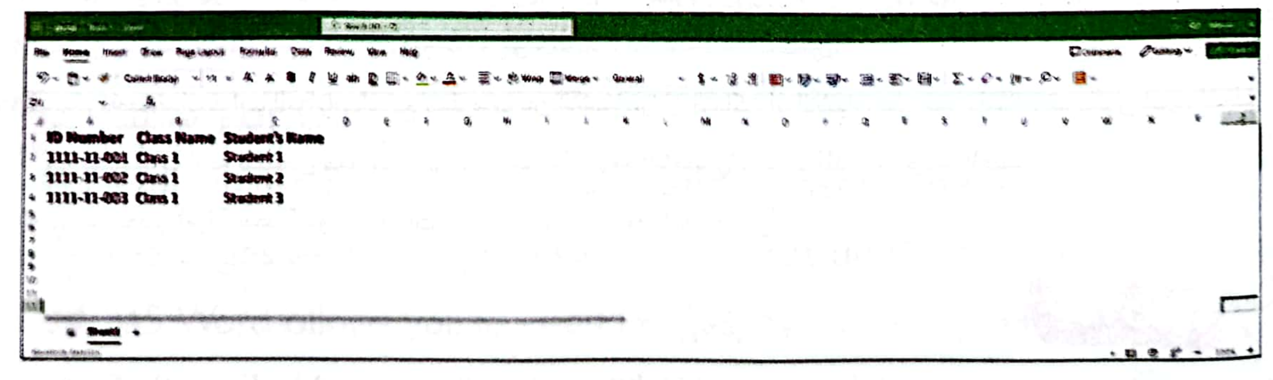
Steps

- **Step 1:** Set Up Column Headings
  - Click on cells A1, B1, C1
  - Type in column headings or field names
- **Step 2:** Enter ID Number — Type the ID in the correct column
- **Step 3:** Enter Class Name
  - Type the class name in the correct column
  - Then, move to the next column
- **Step 4:** Enter Student's Name — Type the student's name in the correct column

» **To add additional information columns to a database:**

1. Right-click the top of the column.
2. Then select Insert Column.
3. Then add your column heading.

» When you type in numbers, such as a date, Excel will automatically format them.

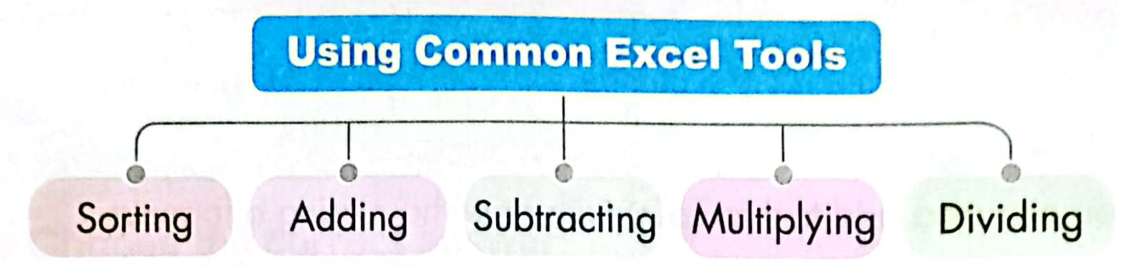


» توضح الخطوات أدناه كيفية إنشاء قاعدة بيانات في Excel وإضافة أرقام التلاميذ والأسماء وتواريخ الميلاد إليها.

- الخطوة 1: انقر فوق الخلايا A1 وB1 وC1 لكتابة عناوين الأعمدة أو أسماء الحقول المراد إضافتها.
- الخطوة 2: رقم التعريف: 111-11-001. اكتب رقم التعريف في العمود الصحيح.
- الخطوة 3: اسم الفصل. اكتب اسم الفصل في العمود الصحيح، ثم انتقل إلى العمود التالي.
- الخطوة 4: اسم التلميذ. اكتب اسم التلميذ في العمود الصحيح.

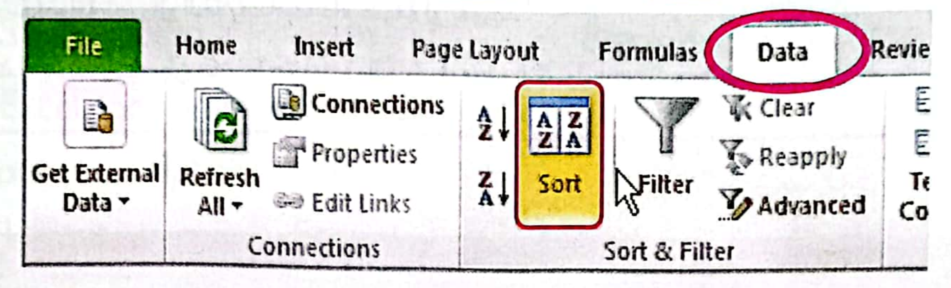
» لإضافة أعمدة معلومات إضافية إلى قاعدة البيانات، انقر بزر الفأرة الأيمن فوق الجزء العلوي من العمود، ثم اختر إدراج عمود، وأضف عنوانًا لهذا العمود.

» عندما تكتب أرقامًا، مثل التاريخ، سيقوم Excel بتنسيقها تلقائيًا.



In Grade 5, you learned how to:

1. **Sort:** Go to the toolbar → Data → Sort.



2. Add/subtract/multiply/divide data: Type the cells you'd like to include, using the correct math symbol (+, -,* , /).

For example: "=A4+B4/C4" or "=B2-B3*B4".

	A	B	C
1			
2		12	
3		2	
4	10	4	2
5			
6	"=A4+B4/C4" →		12
7	"B2-B3*B4" →		4

لقد تعلمت كيفية:

1. الفرز: اذهب إلى شريط الأدوات ← البيانات ← اختر فرز.
2. جمع/ طرح/ ضرب/ قسمة البيانات: اكتب الخلايا التي ترغب في تضمينها، باستخدام الرمز الرياضي الصحيح (+، -، *، /)

على سبيل المثال: =A4+B4/C4 أو = B2-B3*B4.



- Excel lets you manipulate numbers in your database by adding formulas.
- You can also add text to cells, with or without using a formula.
- To create a formula, you first must type "=" in the cell. This lets Excel know you are creating a formula.

- يتيح لك إكسيل معالجة الأرقام في قاعدة البيانات الخاصة بك عن طريق إضافة الصيغ.
- يمكنك أيضًا إضافة نص إلى الخلايا، باستخدام صيغة أو بدونها.
- تذكر: لإنشاء صيغة، يجب أن تكتب "=" أولاً في الخلية. فيعرف الإكسيل أنك تقوم بإنشاء صيغة.

أهم الكلمات والمصطلحات

Databases	قواعد البيانات	Analyze	يحلل
Collect information	يجمع معلومات	Secure	آمنة
Include	يتضمن	Below	أسفل
Column headings	عناوين الأعمدة	Field names	أسماء الحقول
Additional information	معلومات إضافية	Heading	عنوان
Automatically format them	تنسيقها تلقائيًا	Formulas	الصيغ (المعادلات)
Manipulate numbers	التعامل مع الأرقام	Needs of users	احتياجات المستخدمين
Sorting	الترتيب	Correct column	العمود الصحيح

Exercises on Lesson 5

1 Choose the correct answer:

1. .... is/are used to store a large amount of information in a computer system. [القاهرة - بدر 2024] [الإسكندرية - وسط 2024]
   a. Search engines b. Databases
   c. Social media d. Stock exchange

2. In Excel, go to the toolbar, Data, then click on .... to arrange information alphabetically.
   a. Layout b. Format c. Sort d. Design

3. You can use .... to create databases. [الدقهلية 2024]
   a. MS PowerPoint b. MS Teams c. MS Excel d. MS Word

4. In Excel program, to add columns, right-click the top of the column and select .... [القاهرة - الشروق 2024]
   a. Add Column b. View c. Insert Column d. Rows

5. Excel lets you manipulate numbers in your database by adding ....
   a. formulas b. filters c. pictures d. text

6. When writing a formula in Excel, it must begin with a .... sign.
   a. + b. / c. = d. * [الغردقة 2024]

7. You can also add text, such as names to cells, ... using a formula.
   a. with b. without
   c. a and b d. none of the previous

8. To sort information alphabetically in Excel, go to the .... [القليوبية 2024]
   a. cells b. toolbar c. slides d. homepage

9. To add additional information columns to a database, ... the top of the column. [القناطر الخيرية 2024]
   a. right click b. left click c. double click d. all of them

10 In Excel, when you write numbers, such as a date, Excel will ....

a. delete them
b. automatically format them
c. change them to text
d. none of the previous

11 A teacher may have a database that includes students' information, such as their ....

a. class name
b. student number
c. a and b
d. none of the previous

12 In Excel, the formula (=B2 – B3 * B4) is used to ....

a. subtract and multiply
b. multiply and divide
c. add and subtract
d. subtract only

[القاهرة - الشروق 2024]

13 Typing "=" in the cell lets Excel know you are ....

a. adding numbers
b. subtracting numbers
c. multiplying numbers
d. creating a formula

2 Put (✓) or (✗):

1 Microsoft Excel cannot be used to create databases. ( )

2 Databases store a small amount of information in a computer system. [القاهرة - المستقبل 2024] ( )

3 Databases can't be used to collect information about people or places. [دمياط 2024] ( )

4 All data must be managed in compliance with Egypt's Data Protection Laws. ( )

5 You cannot add additional columns to the database in Excel. [الإسكندرية - شرق 2024] ( )

6 Sorting data in Excel involves going to the toolbar and choosing the Format option. ( )

7 To add additional information columns to a database, left-click the top of the column, and then select Insert Column. ( )

8 Databases may be used by a business to track emloyees' information.
( ) [شرق الزقازيق 2024]

9 When you write numbers, such as a date, Microsoft Excel automatically formats them. ( ) [الإسكندرية - برج العرب 2024]

10 Excel lets you manipulate numbers in your database by adding formulas.
( )

11 Excel does not allow adding text to cells, while it only allows adding numbers. ( ) [الغردقة 2024]

12 The data in databases can be easily analyzed or changed to meet the needs of users. ( )

13 To create a formula, you first must type + in the cell. This lets Excel know you are creating a formula. ( ) [القاهرة - المعادي 2024]

14 In Microsoft Excel, the symbol "/" can be used to multiply data.
( ) [الإسكندرية - وسط 2024]

3 Complete the missing parts using the words between the brackets:

(Insert Column – "=" – Databases – Excel – Sort)

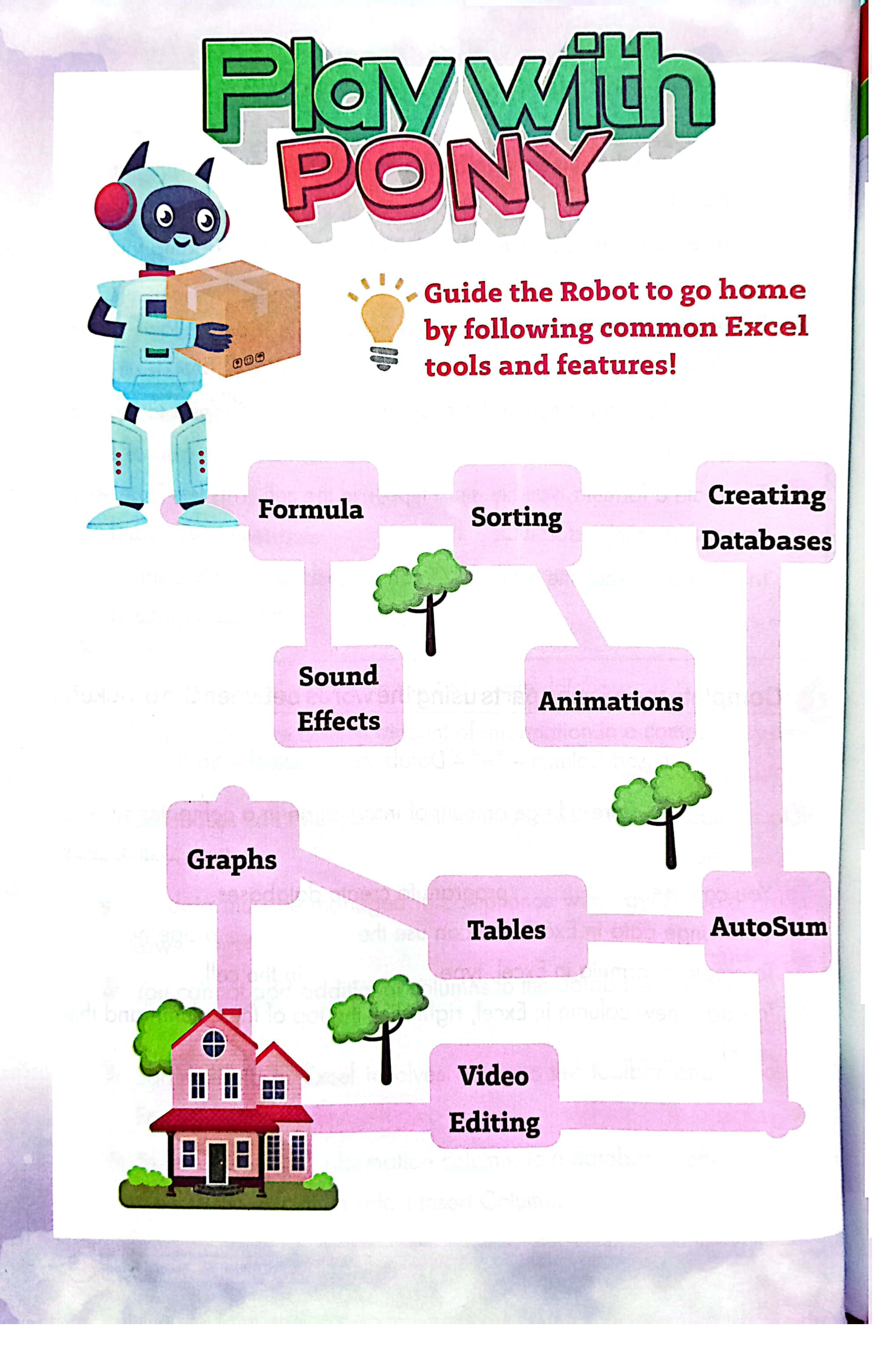
1 .... store a large amount of information in a computer system.
[الإسكندرية - العجمي 2024]

2 You can use .... program to create databases.

3 To arrange data in Excel, you can use the .... property.

4 To create a formula in Excel, type .... in the cell.

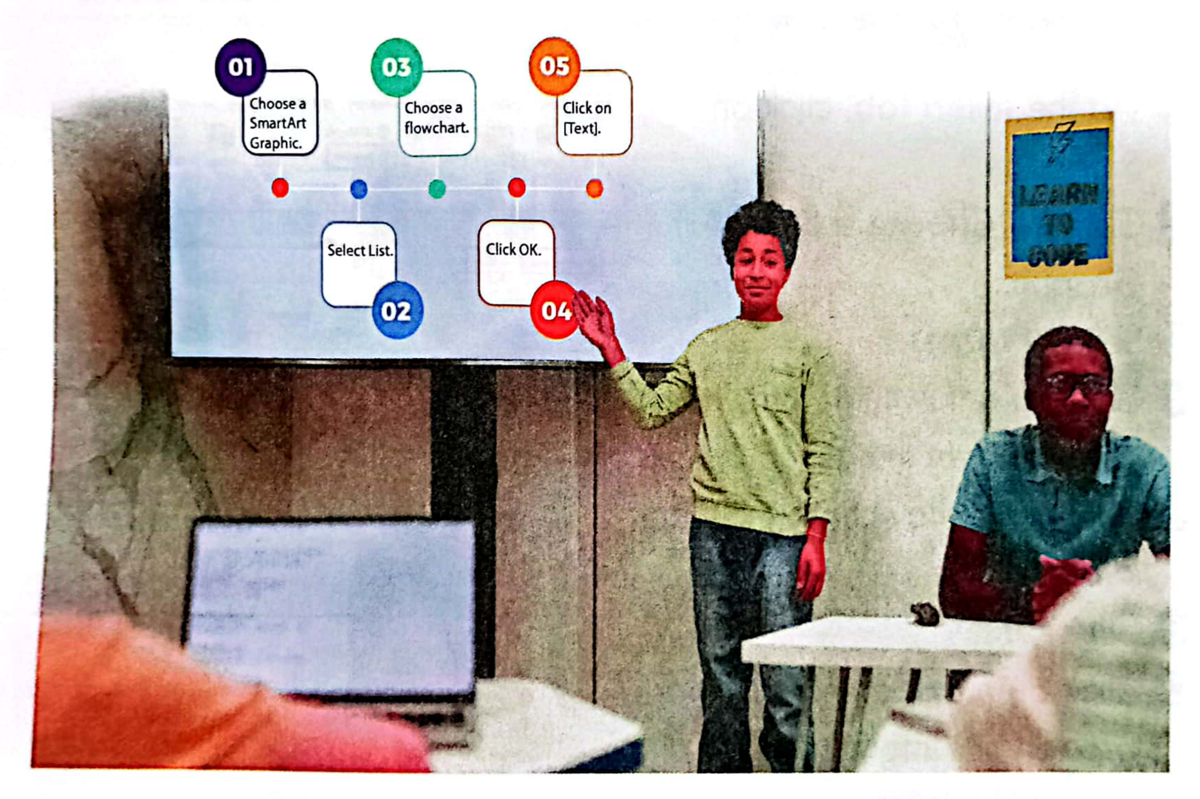
5 To add a new column in Excel, right-click the top of the column and then select ....



Play with PONY
Guide the Robot to go home by following common Excel tools and features!
Formula
Sorting
Creating Databases
Sound Effects
Animations
Graphs
Tables
AutoSum
Video Editing

Lesson 6 Creating Digital Projects

- PowerPoint is a useful presentation tool to share information with others.
- It allows you to share information not just via text, but also via visuals, such as:
  - Images
  - Videos
  - Animations
  - Graphics
- Visuals in a presentation are appealing additions to any presentation.
- PowerPoint also helps you understand the material better than just plain text.



- برنامج باوربوينت هو أداة مفيدة لإنشاء العروض التقديمية؛ بهدف مشاركة المعلومات مع الآخرين.
- فهو يسمح لك بمشاركة المعلومات ليس فقط عبر النصوص، ولكن أيضًا عبر المرئيات، مثل: الصور والفيديوهات والرسوم المتحركة والرسوم البيانية؛ فالمرئيات إضافات جذابة لأي عرض تقديمي.
- يساعدك برنامج باوربوينت على فهم المادة المعروضة بشكل أفضل من النصوص العادية.

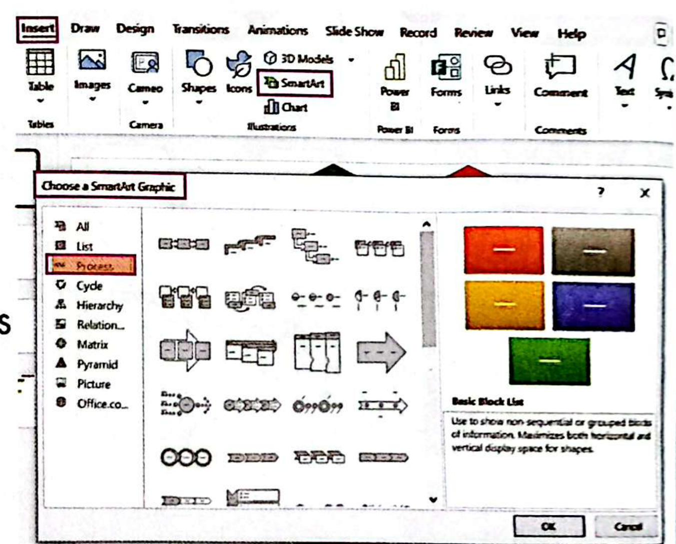
Flowcharts المخططات الانسيابية

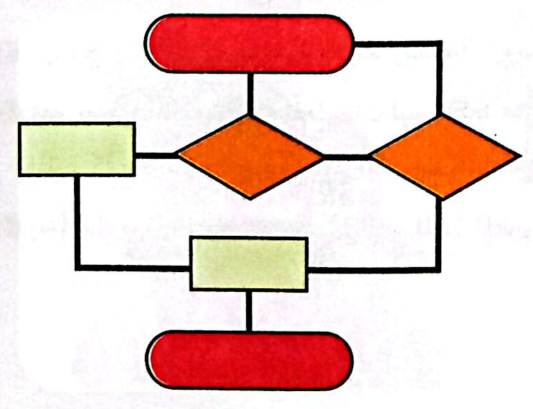
- Another tool you can include in a PowerPoint presentation is a flowchart.
- A flowchart illustrates a series of steps.
- You can use it in many different scenarios.
- For example: you can use it for visualizing, planning, presenting, and tracking progress of a task or project, including a coding project.

- أداة أخرى يمكنك إضافتها في العرض التقديمي هي المخطط الانسيابي.
- يوضح المخطط الانسيابي سلسلة من الخطوات، ويمكنك استخدامه في العديد من الحالات المختلفة. على سبيل المثال: يمكنك استخدامه لتصور مهمة أو مشروع، والتخطيط لهما وتقديمهما، وتتبع تقدمهما، بما في ذلك مشروع البرمجة.

How to Create a Flowchart in PowerPoint

1. Via the Insert tab, click on SmartArt.
2. Click on Choose a SmartArt Graphic.
3. Select Process.
4. Click on a flowchart to review its description in the dialogue box.
5. Choose the flowchart you want to use.
6. Click OK.
7. Click on [Text] in the flowchart to add your information.





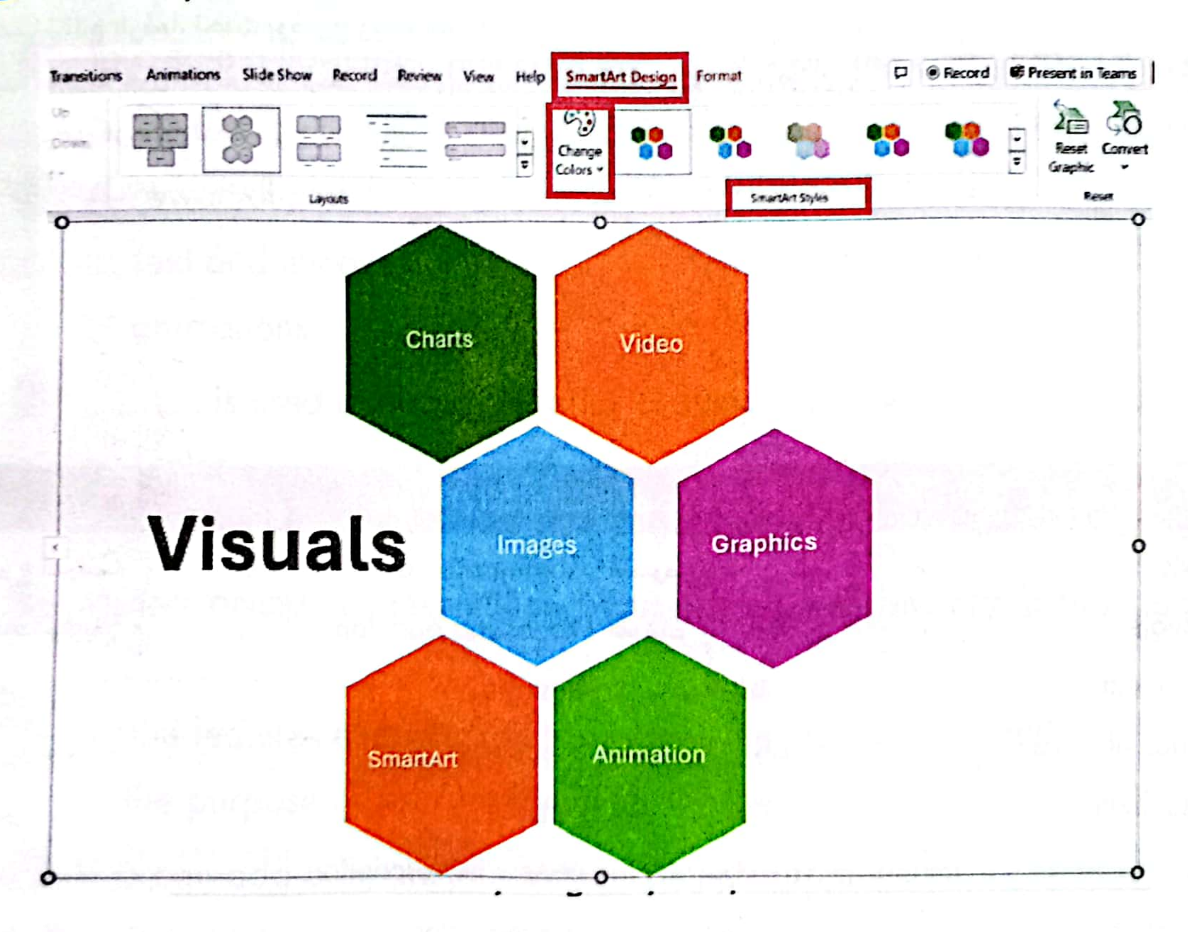
لإنشاء مخطط انسيابي في برنامج باوربوينت:

1. عبر علامة التبويب إدراج، انقر على SmartArt.
2. انقر على اختيار SmartArt Graphic.
3. اختر قائمة Process.
4. انقر على مخطط انسيابي لمراجعة وصفه في مربع الحوار.
5. اختر المخطط الانسيابي الذي تريد استخدامه.
6. انقر على موافق.
7. انقر على (النص) في المخطط الانسيابي لإضافة معلوماتك.

How to Change the Colors of Your Flowchart

» You can change the colors of your flowchart to make it more visually appealing.

1. Select the slide and flowchart.
2. Click on SmartArt Design.
3. Click on Change Colors or choose an option using SmartArt Styles. This shows you what you will see on the SmartArt Styles.
4. Choose your desired color.



يمكنك تغيير ألوان المخطط الانسيابي الخاص بك لجعله أكثر جاذبية بصريًا، للقيام بذلك:

1. اختر «الشريحة والمخطط الانسيابي».
2. انقر على تصميم SmartArt.
3. انقر على تغيير الألوان أو اختر خيارًا باستخدام أنماط SmartArt. فهذا سيوضح لك ما تراه على أنماط SmartArt.
4. اختر اللون المطلوب.



Remember



- When you give a presentation, speak clearly, slowly, and confidently!
- Give your audience an introduction about the purpose of your presentation.
- Practice your presentation in advance so you don't have to continuously read the text as you give your presentation.
- However, make sure you point towards the different sections of your flowchart as you present the information about them.

عندما تقدم عرضًا، تحدث بوضوح وبطء وثقة!

- ابدأ بمقدمة حول الغرض من عرضك التقديمي.
- تدرب على عرضك مقدمًا حتى لا تضطر إلى قراءة النص باستمرار أثناء تقديم عرضك.
- لكن، احرص على أن تشير إلى مختلف أقسام مخطط الانسيابي أثناء عرضك للمعلومات التي أدرجتها فيه.

أهم الكلمات والمصطلحات			
Texts	النصوص	Coding project	مشروع البرمجة
Visuals	المرئيات	Appealing additions	إضافات جذابة
Plain text	النصوص العادية	Illustrate	يوضح
Series of steps	سلسلة من الخطوات	Scenarios	سيناريوهات
Visualizing	تصور	Purpose	الغرض
Via	عبر – من خلال	Review its description	مراجعة وصفه
Consider	يأخذ في الاعتبار	Desired color	اللون المطلوب
Audience	الجمهور	Purpose	الغاية
Practice	يتدرب – يمارس	Continuously	بشكل متواصل
Different sections	أقسام مختلفة	Flowcharts	المخططات الانسيابية
Tracking progress of a task	تتبع التقدم في المهمة	In advance	مقدمًا
Speak clearly and slowly	تحدث بوضوح وبطء	Confidently	بثقة

Exercises on Lesson 6

1 Choose the correct answer:

1. PowerPoint is primarily used for creating ....
   a. documents b. presentations c. graphs d. websites
2. You can include .... in a PowerPoint presentation
   a. databases b. visuals
   c. flowcharts d. both b and c
3. To create a flowchart, first click on .... from the Insert tab. [الفيوم 2024]
   a. Database b. SmartArt c. WordArt d. none of them
4. A PowerPoint presentation can include ....
   a. text and images b. videos
   c. animations d. all the previous
5. .... is used to display a series of steps in a PowerPoint presentation.
   a. Color b. A flowchart
   c. Text d. Note [الإسكندرية - وسط 2024]
6. When giving a presentation, you should give an introduction about ....
   a. the features of PowerPoint b. the history of PowerPoint
   c. the purpose of your presentation d. the alternatives to PowerPoint
7. You can add a SmartArt in PowerPoint program via the ....
   a. Insert tab b. Home tab
   c. Review tab d. View tab [الإسكندرية - شرق 2024]
8. You can make a flowchart more visually appealing in PowerPoint by ....
   a. adding more text b. changing the colors
   c. removing all shapes d. making it smaller

9. The .... option is used to change the color of the flowchart in PowerPoint.
   a. SmartArt Styles b. View
   c. Design d. none of the previous

10. SmartArt Graphic is used in PowerPoint to ....
   a. create flowcharts b. add text
   c. record sound d. create a video [القاهرة - المعادي 2024]

11. When giving a PowerPoint presentation, you should speak ....
   a. clearly b. slowly
   c. confidently d. all of them

12. Consider changing colors to make your flow chart more visually appealing by selecting an option from ....
   a. SmartArt Design b. View
   c. Picture d. Table [الإسكندرية - المنتزه أول 2024]

2 Put (✓) or (✗):

1. A flowchart in a PowerPoint presentation illustrates a series of steps. (   ) [شرق الزقازيق 2024]
2. A presentation can be created containing images, videos, and animations. [الإسكندرية - برج العرب 2024] (   )
3. You don't need to practice your presentation in advance. [القليوبية 2024] (   )
4. Text and images are examples of visuals in PowerPoint. (   )
5. Changing colors enhances the flowchart visual appeal. (   )
6. The SmartArt Design tab in PowerPoint changes the flowchart colors. (   )
7. You can't add text to a flowchart in PowerPoint. (   )
8. Speak confidently when presenting your information. (   )
9. PowerPoint only allows you to share information via text. (   )

10 Flowcharts in PowerPoint are created via the Insert tab. ( )

11 PowerPoint enhances understanding better than plain text. ( )

12 You cannot include a flowchart in a PowerPoint presentation. ( )

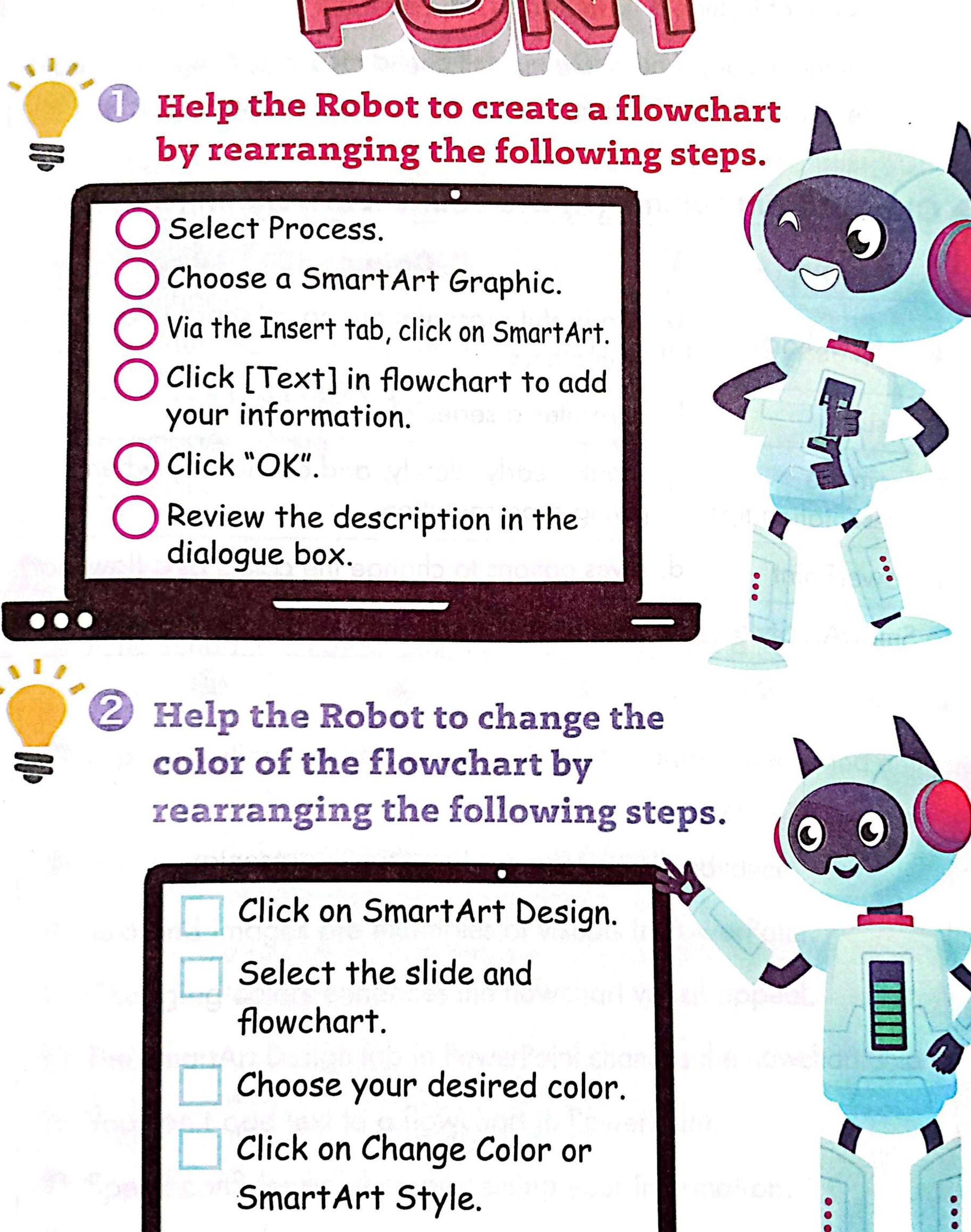
13 Speaking clearly and showing self-confidence are things to consider while giving a presentation. [الإسكندرية - برج العرب 2024] ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A flowchart	a. is a useful presentation tool to share information with others.
2 Visuals	b. illustrates a series of steps.
3 From the presentation tips,	c. speak clearly, slowly, and confidently when giving a presentation.
4 PowerPoint	d. gives options to change the colors of a flowchart.
5 SmartArt Style	e. include images, videos, and animations.

1 .... 2 .... 3 .... 4 .... 5 ....

Play with PONY



1 Help the Robot to create a flowchart by rearranging the following steps.

- ◯ Select Process.
- ◯ Choose a SmartArt Graphic.
- ◯ Via the Insert tab, click on SmartArt.
- ◯ Click [Text] in flowchart to add your information.
- ◯ Click "OK".
- ◯ Review the description in the dialogue box.

2 Help the Robot to change the color of the flowchart by rearranging the following steps.

- ☐ Click on SmartArt Design.
- ☐ Select the slide and flowchart.
- ☐ Choose your desired color.
- ☐ Click on Change Color or SmartArt Style.

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. MS Excel is used to create ....
   a. tables b. databases
   c. graphs d. all the previous
2. PowerPoint allows you to add a flowchart from .... [القاهرة - الشروق 2024]
   a. Paint Art b. SmartArt c. Excel d. Picture
3. .... is a software program used for creating presentations.
   a. MS Word b. MS Excel c. MS Paint d. MS PowerPoint
4. .... aren't considered visuals in a PowerPoint presentation.
   a. Graphics b. Songs
   c. Videos d. None of them [الجيزة - جنوب 2024]
5. You can use Excel tools to .... data.
   a. sort b. add
   c. subtract d. all the previous
6. A flowchart is used in PowerPoint to .... [القاهرة - الزيتون 2024]
   a. add text b. change the color
   c. display a series of steps d. insert video files
7. Excel lets you manipulate numbers in your database by adding ....
   a. formulas b. filters c. pictures d. text

2 Put (✓) or (✗):

1. Databases can only collect information about people. (   )
2. You cannot include a flowchart in a PowerPoint presentation. (   )
   [القناطر الخيرية 2024]
3. PowerPoint doesn't allow you to share your ideas via videos. (   )
4. Every Excel formula must begin with the equal sign "=". (   )
   [الجيزة - الهرم 2024]
5. The SmartArt Design tab in PowerPoint changes the flowchart colors. (   )
6. Excel is not suitable for creating databases due to its limited features. (   )
7. During presentations, speak clearly, slowly and confidently. [الفيوم 2024] (   )
8. To sort data in Excel, go to the toolbar, then click on Data. (   )

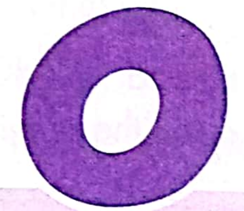
Play with PONY



Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing all columns, say 'PONY' and raise your hand.





P	O	N	Y
1. Excel formulas start with "=". ( )	4. PowerPoint doesn't include animation options. ( )	7. Mobile wallets only send/receive funds. ( )	10. The OS manages hardware and software. ( )
2. MS Word allows creating tables. ( )	5. Passengers can pay for rides using digital tokens. ( )	8. Mac computers use Windows OS. ( )	11. WhatsApp only works on Android. ( )
3. To create a flowchart, select SmartArt. ( )	6. PowerPoint can save presentations as PDFs. ( )	9. PowerPoint can create databases. ( )	12. We can add visuals and flowcharts to presentations. ( )

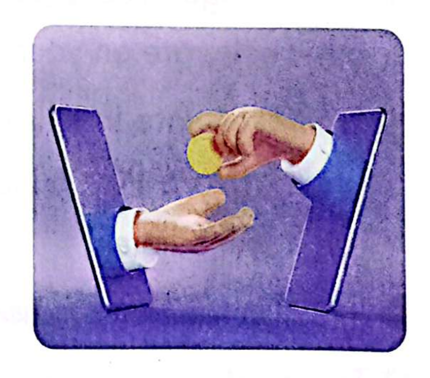
Summary On Theme 4 Software Projects



Lesson 1



- Ms. **Sonika Manandhar** is a fintech entrepreneur and National Geographic Explorer from the Republic of Nepal.
- She co-founded the fintech company Aloi in 2019.
- She studied engineering, robotics, and artificial intelligence at **Singularity University at NASA.**
- Aloi helps women minibus drivers in Nepal get low-interest loans to buy and upgrade electric minibuses with long-lasting **lithium-ion batteries.**
- The loans are received and repaid through Aloi's platform, which is simpler and faster than most current bank loan procedures.
- All financial transactions are sent as **SMS (text)** without the need for the internet.



- Passengers can schedule rides on the company's website and pay with digital tokens or through mobile wallets.
- As part of its green economy strategy, Egypt launched its first locally manufactured electric car in February 2023.
- The car is designed to accommodate five people, has a maximum speed of 60 km/hr, and uses a lithium-ion battery.
- A mobile wallet is an app for storing money that can be used to send and receive funds, pay bills, book travel tickets, and subscribe to services provided by companies.

Lesson 2



- An Operating System (OS) is the most important software on a computer. It manages the computer's functions, runs the software and hardware, and allows a user to communicate with the computer.
- The OS coordinates the communication between your hardware and software.
- Most laptops and computers have Microsoft Windows pre-loaded.
- Macintosh computers use macOS.
- Smartphones and tablets use different operating systems, such as Android and OS.
- You can change the settings of an OS by using the system settings control. In Windows, it is called Control Panel; iOS has Control Center; and macOS has System Preferences.
- The changes you make in the Control Panel are automatically applied to other software on your computer.
- Some software installs automatically. For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.
- It is also simple to remove computer programs from your computer.
- To uninstall programs, select Programs and Features from the Control Panel.
- Linux is a family of open-source operating systems, such as Fedora, Linux Mint, and Debian. Open-source means that anyone can run Linux for any reason.
- Linux often runs faster and more efficiently than other operating systems, such as Windows.

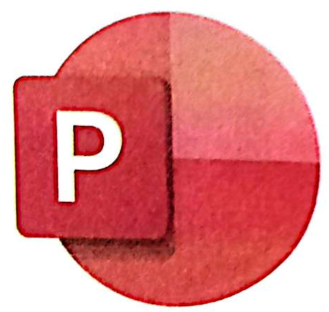
Lesson 3



- Microsoft Word is a reliable tool for writing reports and sharing information. It offers various tools for formatting, editing, and previewing documents.
- To customize your report, you can choose different designs by clicking on the Layout and Insert tabs.
- You can select the font from the drop-down menu and start typing.
- The Insert tab allows you to add pictures to your document.
- Microsoft Word provides formatting tools to add **bold**, italicize words, set up headings, create tables, and insert images, hyperlinks, and footnotes.
- It also offers editing tools to check reports for spelling, grammar, and conciseness.
- It also offers preview tools to view a document before saving or printing.
- Messaging services like WhatsApp can be used for collaboration on group projects or to seek feedback.
- Messaging services allow you to send text, images, voice messages, and videos.
- You can include one person in a chat, or many people.
- Messaging services have advantages over standard text messaging. They use the internet, so messages are almost free. There are no special prices for messaging someone from across the world. Messages sent are encrypted; they are compatible on any device and with both Android and Apple products. There are no restrictions.

Lesson 4

- **Office Suite** can be used to create presentations to express opinions and ideas.
- **MS PowerPoint** includes drawing and writing tools to create text and animation options to add movement to sentences and words on your slides.

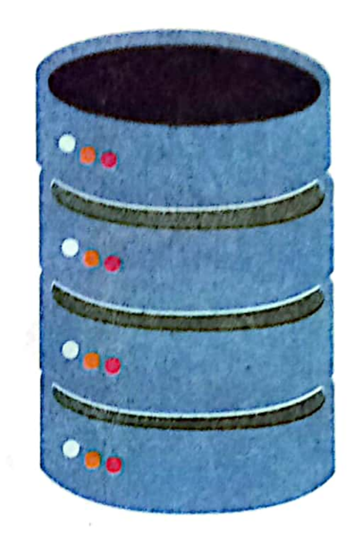


- **Design tab >>** Slide Size: It allows you to choose the size of your slide. You can choose Standard or Widescreen, or customized.
- **Save As >>** PDF option: It allows you to save your presentation as a PDF file before printing to keep its formatting.
- **Edit in** Review **mode**: It allows you to review your presentation and make changes if there are any text errors or issues with the layout.
- **Design tab >>** Themes and Variants: It helps you choose a style for your presentation.
- **File tab >>** Print: It allows you to see a final preview of your flyer and print it.
- **Insert tab >>** Pictures: It allows you to add pictures to your presentation.
- **Insert tab >>** Text Box: It allows you to write your message.
- Remember the 10-20-30 rule: a presentation shouldn't be more than 10 slides, longer than 20 minutes, and with fonts smaller than 30 points in size.

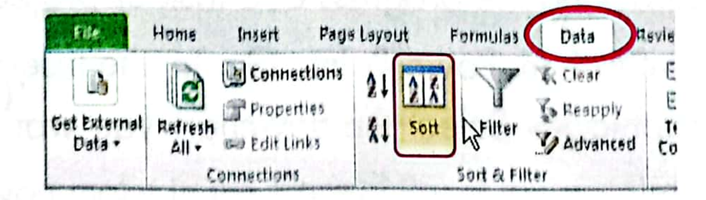


- You can also use SmartArt, but make sure it's easy to read.





- Databases store a large amount of information in a computer system.
- Databases can be used to collect information about people, places, or things. For example, a teacher may have a secure database that includes students' information.
- Microsoft Excel can be used to create databases.
- All data must be managed in compliance with Egypt's Data Protection Laws.
- To add additional information columns to a database, right-click the top of the column and then select Insert Column. Then add your column heading.
- When you type in numbers, such as a date, Excel will automatically format them.
- Common Excel tools include sorting, adding, subtracting, multiplying, and dividing.
- To sort: Go to the toolbar >> Data>> Sort.

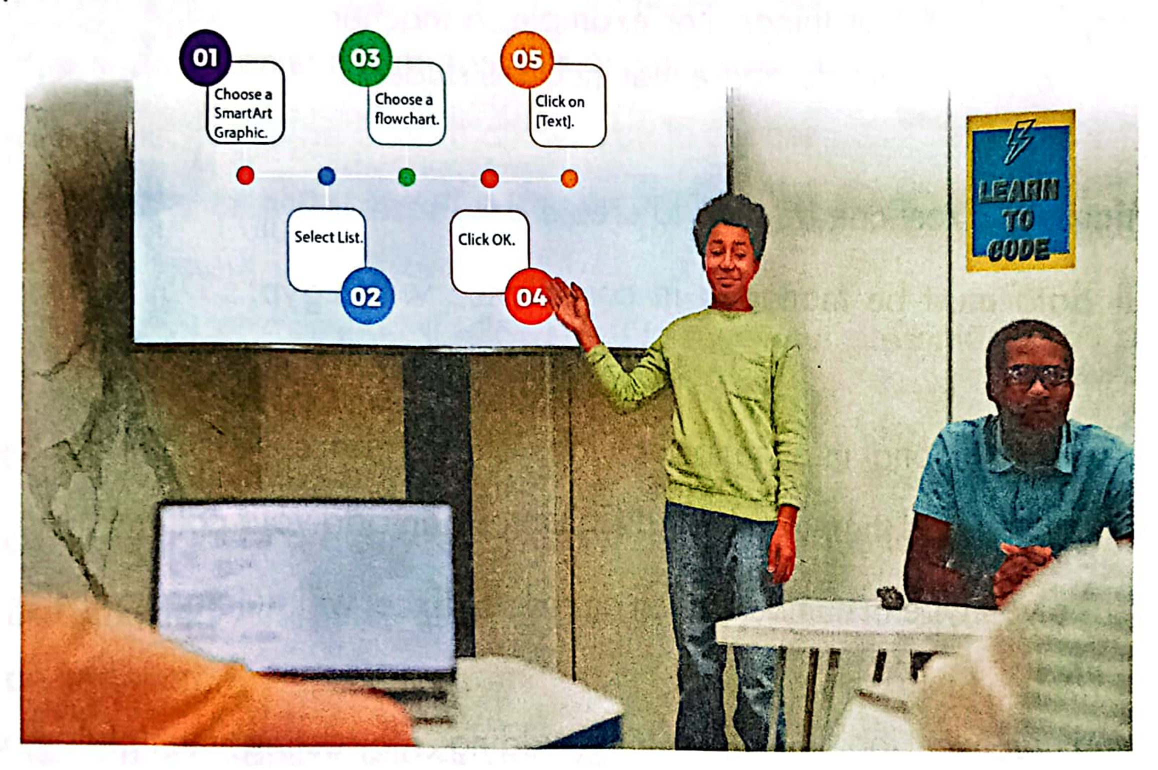


- Excel lets you manipulate numbers in your database by adding formulas.
- You can also add text, such as names, to cells, with or without using a formula.
- To create a formula, you first must type "=" in the cell. This lets Excel know you are creating a formula.



Lesson 6

- PowerPoint is a presentation tool that allows you to share information via text, images, videos, animations, and graphics.
- Visuals in a presentation help understand the material better than just plain text.



- A flowchart is a tool that can be included in a PowerPoint presentation. It illustrates a series of steps and can be used for visualizing, planning, presenting, and tracking the progress of a task or project.
- To create a flowchart in PowerPoint: Go to the Insert tab>> SmartArt >> SmartArt Graphic >> Select the flowchart you want to use >> Click OK.
- To change the flowchart colors: Click on SmartArt Design >> Change Colors or choose an option using SmartArt Styles.
- When giving a presentation, speak clearly, slowly, and confidently.
- Introduce the purpose of your PowerPoint presentation to your audience.
- Practice your presentation in advance.
- Point to the flowchart sections as you present the information about them.

Model Exam 1

1 Choose the correct answer:

1. .... are considered visuals in PowerPoint. [القاهرة - الزيتون 2024]
   a. Pictures b. Videos c. Graphics d. All of them
2. Ms. Manandhar's studies focused on .... at Singularity University.
   a. engineering field b. AI
   c. robotics d. all the previous answers
3. In Word, use the .... tab to include a picture in your report.
   a. Layout b. Insert
   c. Image d. Design [القاهرة - الشروق 2024]
4. .... store(s) a large amount of information in a computer system.
   a. Search engines b. Databases
   c. Social media d. Stock exchange
5. Macintosh computers use the .... operating system.
   a. Windows b. macOS
   c. iOS d. Android [الإسكندرية - المنتزه أول 2024]

2 Put (✓) or (✗):

1. The changes you make in the Control Panel are automatically applied to other software. (   )
2. You can insert a flowchart in PowerPoint via the Insert tab, then click on Chart. [الشرقية - شرق الزقازيق 2024] (   )
3. Egypt's first electric car is designed to accommodate seven people. (   )
4. You can use Microsoft Word to create databases and collect information in large quantities. [الإسكندرية - المنتزه ثان 2024] (   )

5 In WhatsApp, sent messages can be encrypted so that only the recipient can read the message. [الغردقة 2024] (   )

3 Complete the missing parts using the words between the brackets:

(flowchart – green economy – operating system – encrypted – Excel)

1 The messages sent using messaging services are ....

2 .... is used to create databases. [السويس 2024]

3 A .... illustrates a series of steps. [الدقهلية 2024]

4 Egypt is launching its first electric car to adopt a ....

5 Without an ...., your computer is useless.

Model Exam 2

1 Choose the correct answer:

1 .... is the software that manages a computer's functions.

a. Cloud storage
b. Operating system
c. E-commerce
d. Application [الدقهلية 2024]

2 In Excel, when you write numbers, such as a date, it will ....

a. delete them
b. automatically format them
c. change them to text
d. none of the previous answers

3 To create a flowchart, click on the Insert menu, then choose ....

a. Layout
b. SmartArt
c. Home
d. Design [الإسكندرية - المنتزه أول 2024]

4 You can make a flowchart more visually appealing in PowerPoint by ....

a. adding more text
b. changing colors
c. removing all shapes
d. making it smaller

5. The business owner receives a /an .... when funder confirms a loan.

a. digital token
b. transaction
c. Aloi
d. robotic

[الفيوم 2024]

2 Put (✓) or (✗):

1. Egypt issued a locally made electric car to support the green economy strategy. [الغردقة 2024] (   )
2. PowerPoint does not provide text animation options. (   )
3. Most computers and laptops have the operating system macOS. (   ) [الإسكندرية - المنتزه ثان 2024]
4. Preview tools in Microsoft Word allow users to view documents before printing. (   )
5. When entering dates into Excel, the program doesn't provide any automatic formatting options. [الجيزة - جنوب 2024] (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Windows	a. is the most reliable tool to use for writing reports to share information.
2 The visuals	b. is an app used for sending and receiving funds.
3 MS Word	c. allows you to add pictures to your presentation.
4 The Insert tab	d. is a popular operating system, often used in schools and organizations.
5 Mobile wallet	e. include images, videos, and animations.

1 .... 2 .... 3 .... 4 .... 5 ....



1 Choose the correct answer:

1. Egypt is launching its first electric car to adopt a/an ....
   a. self-driving car
   b. green economy
   c. sustainable transportation
   d. environmental pollution
2. The .... tab allows you to choose the size of your slides in PowerPoint.
   a. Design
   b. Save As
   c. Edit
   d. Insert
3. .... is used for writing reports to share information.
   a. Word
   b. A keyboard
   c. The internet
   d. A monitor [القاهرة - المستقبل 2024]
4. Smartphones and tablets use the .... operating system(s).
   a. Android
   b. iOS
   c. Windows
   d. both a and b
5. The flowchart can be created via the .... tab in PowerPoint.
   a. Home
   b. Insert
   c. Preview
   d. Design [الإسكندرية - برج العرب 2024]
6. Messaging services, such as ...., are used worldwide for communication.
   a. GIMP
   b. Excel
   c. WhatsApp
   d. Scratch
7. Ms Sonika studies focused on the .... field.
   a. programming
   b. engineering
   c. medicine
   d. accounting [الإسكندرية - العجمي 2024]
8. To create a formula in Excel, you must type first .... in the cell.
   a. <
   b. >
   c. =
   d. @ [دمياط 2024] [الإسكندرية - شرق 2024]

2 Put (✓) or (✗):

1. When you buy a computer, it usually does not have a pre-loaded OS. (   )
2. All data must be managed in compliance with Egypt's Data Protection Laws. (   )

3. You cannot use messaging services such as WhatsApp to communicate or share information. [الإسكندرية - المنتزه أول 2024] ( )
4. The recommended rule to follow in a PowerPoint presentation is 10-20-30. [شرق الزقازيق 2024] ( )
5. SmartArt graphics can't be used for creating a flowchart in PowerPoint. [الجيزة - جنوب 2024] ( )
6. macOS is generally more expensive than other operating systems. ( )
7. PowerPoint only allows you to share information via text. ( )

Model Exam 4

1 Choose the correct answer:

1. Macintosh computers use the .... operating system.
   a. Microsoft Windows b. macOS
   c. Linux d. Android [دمياط 2024]
2. You can use .... to create databases.
   a. MS PowerPoint b. MS Teams c. MS Excel d. MS Word
3. .... is the most reliable creation tool to use for writing reports to share information.
   a. Microsoft Word b. Microsoft PowerPoint
   c. Microsoft Excel d. Microsoft Access [الجيزة - جنوب 2024]
4. .... is an app for storing money.
   a. Facebook b. Instagram
   c. Mobile wallet d. E-commerce [القاهرة - المعادي 2024]
5. Aloi is a/an .... company that helps people use financial services.
   a. fintech b. healthcare c. transportation d. education

2 Put (✓) or (✗):

1. Smartphones use an operating system, such as macOS. ( )
   [الإسكندرية - المنتزه أول 2024]

2. Upon loan approval, the business owner receives a digital token. (   )
3. To create a formula, you first must type "+" in the cell. (   )
[القاهرة - المستقبل 2024]
4. Without an OS, your computer will be useless. (   )
5. You cannot include a flowchart in a PowerPoint presentation. (   )

3 Complete the missing parts using the words between the brackets:

(editing tools – 20 – Sort – communication – flowchart)

1. An operating system coordinates the .... between the hardware and software. [شرق الزقازيق 2024]
2. A .... illustrates a series of steps and can be used for visuallizing, planning, and presenting projects. [الإسكندرية - العجمي 2024]
3. The duration of the presentation shouldn't be longer than .... minutes.
4. You can use the .... in MS Word to check reports for spelling, grammar, and conciseness.
5. To arrange data in Excel, you can use the .... property.

Model Exam 5

1 Put (✓) or (✗):

1. Programs can be removed and installed from a computer runnung Android using the Control Panel. [الإسكندرية - برج العرب 2024] (   )
2. The electric minibuses could increase the carbon emissions rate. (   )
3. Messaging services allow communication through text messages only. (   )

4 The Save As option in PowerPoint allows you to save your presentation as a PDF file to preserve its formatting. [شرق الزقازيق 2024] (   )

5 You cannot add text to cells in Excel. (   )

2 Choose the correct answer:

1 PowerPoint gives you the option of customizing the ....

a. slide size b. inclusivity
c. a and b d. storage [القاهرة - الشروق 2024]

2 To sort information alphabetically in Excel, go to the ....

a. Cells b. Toolbar c. Slides d. Homepage

3 In Nepal, passengers can pay for their rides through ....

a. digital tokens b. mobile wallets c. cash d. both a and b

4 To create a flowchart in PowerPoint, via the ...., click on SmartArt.

a. Save As tab b. View tab
c. Insert tab d. Design tab [الجيزة - الهرم 2024]

5 Apple Macintosh computers use the .... operating system.

a. macOS b. iOS
c. Android d. Linux [القليوبية 2024]

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Linux	a. store a large amount of information in a computer system.
2 A flowchart	b. allows you to add pictures to your presentation.
3 WhatsApp	c. is an open-source operating system.
4 Databases	d. illustrates a series of steps.
5 The Insert tab	e. is an example of messaging services.

1 .... 2 .... 3 .... 4 .... 5 ....

Final Exams



1 محافظة القاهرة - إدارة عين شمس التعليمية 2024

1 Put (✓) or (✗):

1. Educational Service Providers (ESPs) include profit and non-profit organizations. ( )
2. The basic tools in Microsoft Teams and Google Meet™ are different. ( )
3. JavaScript makes it possible to develop a dynamic webpage. ( )
4. Smartphones and tablets use different operating systems, such as Android and iOS. ( )
5. Adding motion blur is an example of a special effect you can achieve in GIMP. ( )
6. Email spam filters aim to ensure dangerous emails reach your inbox. ( )
7. You should mute your microphone when you're speaking on video conference. ( )

2 Choose the correct answer:

1. .... is used to prevent the problem of forgetting passwords.
   a. Password Manager b. Recycle bin
   c. Chatbot d. Corrupted file
2. AI depends on .... to learn problem-solving, reasoning, and decision-making.
   a. algorithms b. AR c. VR d. Google
3. GIMP is a/an ....program.
   a. useless b. paid c. free d. expensive
4. A market for buying and selling stocks is called a ....
   a. supermarket b. stock exchange c. bond d. network
5. Aloi is a company that helps people use .... services.
   a. cultural b. financial c. social d. national
6. .... is a tab you can use to add pictures to your Microsoft PowerPoint presentation.
   a. Insert tab b. File tab c. Design tab d. Help tab
7. .... are used to view a document before saving or printing.
   a. Painting tools b. Language tools c. Preview tools d. Comment tools
8. Consumers use .... to help them compare products depending on quality and price.
   a. search engines b. comparison websites
   c. switches d. Word

2 محافظة القاهرة - إدارة المعادي التعليمية 2024

1 Put (✓) or (✗):

1. The shares of a company are the unequal parts into which the company's ownership is divided. ( )
2. Two popular video conferencing platforms are Microsoft Teams and Google Meet. ( )
3. To create a dynamic webpage, the JavaScript programming language is used. ( )
4. Ms. Sonika Manandhar is a financial technology entrepreneur. ( )
5. Smartphones and tablets use one operating system, which is Android. ( )
6. We use Microsoft Word for writing reports. ( )
7. To create a formula, you first type + in the cell. This lets Excel know you are creating a formula. ( )
8. The Egyptian stock exchange allows citizens to invest in petroleum only. ( )

2 Choose the correct answer:

1. Artificial intelligence (AI) depends on ....
   a. algorithms b. Arabic language
   c. none of them d. all of them
2. .... is an AI computer programs designed to respond to questions online.
   a. Facebook b. Chatbot c. WhatsApp d. None of them
3. One of the most expensive photo editing programs is ....
   a. Excel b. Photoshop c. GIMP d. all of them
4. .... is an app for storing money.
   a. Facebook b. Instagram c. Mobile wallet d. None of them
5. You can use messaging services, such as the .... application, to communicate ideas and share information.
   a. Microsoft Word b. Microsoft Excel c. PowerPoint d. WhatsApp
6. .... is a tab you can use to add pictures to your Microsoft PowerPoint presentation.
   a. Insert tab b. File tab c. Design tab d. Help tab
7. SmartArt Graphic is used in PowerPoint to ....
   a. create flowcharts b. add text
   c. record sound d. create a video

3 محافظة القاهرة - إدارة بدر التعليمية 2024

1 Choose the correct answer:

1. .... is a market where people can buy and sell shares, called stocks.
   a. Online review b. Stock exchange c. Comparison website d. Broker
2. .... is/are a technology that enables machines to use human traits to solve problems.
   a. Human intelligence b. Artificial intelligence
   c. Personal intelligence d. All of them
3. .... are commands that are provided in sentences for writing computer programs.
   a. Programming languages b. Human languages
   c. Machine languages d. Artificial Intelligence
4. .... is a software that manages a computer's functions and runs its software and hardware.
   a. An operating system b. Photo editing software
   c. Central processing unit d. Google Meet
5. .... is/are used to store a large amount of information in a computer system.
   a. Flowcharts b. SmartArt c. Databases d. Search engines
6. .... are considered sources of information which students can potentially learn from.
   a. WSPs b. ISPs c. ESPs d. LSPs
7. You can use .... to create presentations to communicate ideas and opinions.
   a. PowerPoint b. Word c. Excel d. Paint
8. .... is the buying and selling of goods and services on the internet.
   a. Email b. E-commerce c. E-learning d. E-books
9. .... means combining two images to make them look like one.
   a. Retouching b. Blending c. Special effects d. Split
10. From video conferencing platforms, which of the following are commonly used?
    a. Microsoft Teams b. Google Meet c. Both a & b d. None of them

2 Put (✓) or (✗):

1. Artificial intelligence depends on algorithms to problem-solve. ( )
2. JavaScript allows programmers to create static web content. ( )
3. Photo editing software is used to edit images to make them look more professional. ( )
4. Aloi helps women drivers to get high-interest loans to buy electric minibuses. ( )
5. During an online meeting, you can't turn off the microphone and camera. ( )

4 محافظة القاهرة - إدارة الشروق التعليمية 2024

1 Put (✓) or (✗):

1. Artificial intelligence depends on algorithms. ( )
2. Educational Services Providers are considered as sources of information. ( )
3. The static web content is content that can be changed. ( )
4. Computers become useless without operating systems. ( )
5. WhatsApp includes formatting tools that allow you to create tables. ( )

2 Choose the correct answer:

1. .... is considered a part of the ethics of artificial intelligence designers.
   a. Accountability b. Bias c. Algorithms d. All the previous
2. Buying a bicycle on the internet refers to ....
   a. AI b. e-commerce c. inclusivity d. shares and bonds
3. .... is/are popular video conferencing platforms.
   a. Google Meet b. Microsoft Teams c. Both a & b d. Movie Maker
4. .... language is used to create a website where you and your friends interact.
   a. HTML b. JavaScript c. AI d. HDXL
5. You can retouch, blend, and add effects to images with the .... program.
   a. Excel b. JavaScript c. Movie Maker d. GIMP
6. In Word, use .... tab to include a picture in your report.
   a. Layout b. Insert c. Image d. Design
7. In Excel, to add columns, right-click the top of the column and select ....
   a. Add Column b. View c. Insert Column d. Rows
8. PowerPoint gives you the option of customizing ....
   a. slide size b. inclusive c. both a & b d. storage
9. PowerPoint allows you to add a flowchart from ....
   a. Paint Art b. SmartArt c. Excel d. Picture
10. In Excel, the formula (=B2 – B3 * B4) is used to ....
    a. subtract and multiply b. multiply and divide
    c. add and subtract d. subtract only

5 محافظة القاهرة - إدارة الزيتون التعليمية 2024

1 Put (✓) or (✗):

1. Search engines can be used to find information about anything. ( )
2. Artificial intelligence depends on algorithms to teach it how to solve a problem. ( )
3. There is only one way to join a Google Meet. ( )
4. ESPs include both profit and non-profit organizations that provide educational support. ( )
5. Static webpage content can be changed based on the individual user's interactions. ( )
6. GIMP can be used on different operating systems. ( )
7. You cannot save your presentation as a PDF file. ( )

2 Choose the correct answer:

1. Based on the 10-2-30-rule, a presentation shouldn't exceed ....
   a. 10 minutes b. 20 minutes c. 30 minutes d. none of them
2. Through PowerPoint, in .... mode, you can make your changes.
   a. Insert b. Design c. Review d. none of them
3. .... is software that can be used to create a presentation.
   a. Microsoft Word b. Microsoft PowerPoint
   c. Microsoft Excel d. Microsoft Outlook
4. .... are considered visuals in PowerPoint.
   a. Pictures b. Videos c. Graphics d. All of them
5. A flowchart is used in PowerPoint to ....
   a. add text b. change the color
   c. display a series of steps d. insert video files
6. Do not use AI tools to ....
   a. invade people's privacy b. cheat
   c. cause harm d. all of them
7. .... by consumers on social media can be valuable.
   a. Stocks b. Reviews c. Bonds d. None of them
8. .... is/are used to create static web content.
   a. JavaScript b. HTML c. Both of them d. None of them

6 محافظة القاهرة - إدارة المستقبل التعليمية 2024

1 Choose the correct answer:

1. .... is the software that manages a computer.
   a. An operating System b. Word
   c. Excel d. Hardware
2. .... can be used to find information about anything.
   a. Browsers b. WWW
   c. Search engines d. Email
3. .... is a useful presentation tool to share information with others.
   a. Access b. PowerPoint
   c. Paint d. WordPad
4. To create a Meet, click on .... Meeting.
   a. Open b. New
   c. Close d. Join
5. .... is used for writing reports to share information.
   a. Word b. A keyboard
   c. Internet d. A monitor
6. You can use photo editing software to alter ....
   a. texts b. images
   c. symbols d. files
7. .... is a language commonly used to create webpages.
   a. HTML b. Visual Basic
   c. A mouse d. Python

2 Put (✓) or (✗):

1. Ms. Sonika Manandhar is a financial technology entrepreneur. ( )
2. Databases store a small amount of information in a computer system. ( )
3. Educational service providers (ESPs) include profit only. ( )
4. To create a formula, you first type "+" in the cell. ( )
5. The Insert tab is used to add pictures to your presentation. ( )
6. Artificial intelligence is a technology that can use human traits of problem-solving. ( )
7. Messaging services are compatible on any device. ( )
8. Programming languages are commands that are provided in sentences for writing computer programs. ( )

7 محافظة الإسكندرية - إدارة وسط التعليمية 2024

1 Put (✓) or (✗):

1. Using electric cars is a part of Egypt's strategy to adopt a green economy. ( )
2. GIMP is open-source software. ( )
3. PowerPoint doesn't provide an option to save a presentation as a PDF file. ( )
4. ESPs stand for Educational Service Providers. ( )
5. In Microsoft Excel, the symbol "/ " can be used to multiply data. ( )
6. Smartphones and tablets use the macOS operating system. ( )
7. HTML can be used to create static web content. ( )

2 Choose the correct answer:

1. To add a new wireless printer, select Hardware and Sound, then ....
   a. Document b. Software
   c. Remove d. Add a device
2. .... stores a large amount of information in a computer system.
   a. Spreadsheet b. Database
   c. Windows d. Presentation
3. To create a meeting in Google Meet™, click on..................
   a. Close Meeting b. End Meeting
   c. New Meeting d. Record Meeting
4. .... refers to online purchasing and selling goods and services.
   a. E-commerce b. E-learning
   c. Email d. Goods
5. Some of the common AI tools are..................
   a. facial recognition b. chat windows
   c. navigation apps d. all of them
6. .... is/are used to display a series of steps in a PowerPoint presentation.
   a. Colors b. A flowchart
   c. Text d. Notes
7. .... is the most reliable creation tool to use for writing reports to share information.
   a. An application b. Microsoft Word
   c. WhatsApp d. Access
8. To prevent the problem of forgetting passwords, use a .... application.
   a. CSS b. trash
   c. password manager d. recycle bin

8 محافظة الإسكندرية - إدارة شرق التعليمية 2024

1 Put (✓) or (✗):

1. You cannot add additional columns to the database in Excel. ( )
2. To create a meeting in the Google Meet™ platform, click on New Meeting. ( )
3. Control Panel is the system setting control in iOS. ( )
4. You can add movement to sentences on the slide in Microsoft PowerPoint. ( )
5. The WhatsApp™ application is used to communicate ideas and share information. ( )
6. To create static web content, use the JavaScript language. ( )
7. (Esp) is the Educational Service Providers. ( )
8. User privacy and security must be considered when designing AI tools. ( )

2 Choose the correct answer:

1. You can add SmartArt in PowerPoint via the ....
   a. Insert tab   b. Home tab
   c. Review tab   d. View tab
2. The operating system that is used in Macintosh Computers is ....
   a. Windows   b. iOS
   c. Android   d. macOS
3. Microsoft Teams is a platform used in ....
   a. photo editing   b. video conferences
   c. creating webpages   d. writing reports
4. To create a formula in Excel, you must type .... first.
   a. <   b. >
   c. =   d. @
5. To alter images, use the open-source program ....
   a. GIMP   b. Word
   c. Adobe Photoshop   d. PDF
6. To print your flyer in PowerPoint, open the tab ....
   a. Design   b. Draw
   c. File   d. Help
7. To buy and sell goods on the internet, use ....
   a. comparison websites   b. search engines
   c. online reviews   d. e-commerce

9 محافظة الإسكندرية - إدارة المنتزه أول #1 التعليمية 2024

1 Put (✓) or (✗):

1. Artificial intelligence cannot use reasoning and make decisions. ( )
2. Experienced consumers do not use technological research tools to help them make the best purchasing decisions. ( )
3. ESPs are sources of information which a student cannot potentially learn from. ( )
4. There are tools in cloud computing that you can use to communicate at the same time. ( )
5. Programming languages are commands that are provided in sentences for writing computer programs. ( )
6. "Try opening the file with another program" is one of the solutions for a corrupted file. ( )
7. GUN is an open-source software that can be used on different operating systems. ( )

2 Choose the correct answer:

1. The most popular video conference platform is Microsoft ....
   a. Meet b. Teams c. Excel d. Word
2. .... is used to solve the problem of a forgotten password.
   a. Password manager b. A corrupted file
   c. To understand d. Recycle bin
3. .... allows you to correct the flaws in a photo.
   a. Retouching b. Blending
   c. Special effect d. Cropping
4. .... is an app for storing money.
   a. Facebook b. A browser c. Mobile wallet d. E-commerce
5. Macintosh computers use the operating system ....
   a. Windows b. macOS® c. iOS d. Android
6. You can drag and drop the font file from your .... into the fonts.
   a. Document folder b. Downloads folder
   c. Program folder d. hard disk
7. .... allow(s) you to send text, images, voice messages, and videos. You can include one person in the chat, or many people.
   a. Text messaging b. Spam c. Both a and b d. Email
8. To create a flowchart, click on the Insert menu, and choose ....
   a. Layout b. SmartArt c. Home d. Design

10 محافظة الإسكندرية - إدارة المنتزه ثان التعليمية 2024

1 Put (✓) or (✗):

1. AI tools should be used to help society, not to take advantage of it. ( )
2. A stock exchange is a market where people can buy and sell shares. ( )
3. When communicating using chat windows, it's essential to be as clear and focused in your request as possible. ( )
4. You can use Microsoft Word to create databases and collect information in large quantities. ( )
5. Most computers and laptops have the macOS operating system. ( )

2 Choose the correct answer:

1. .... is the buying and selling of goods and services on the internet.
   a. Local trade b. E-commerce
   c. International trade d. Barter system
2. There are other tools of cloud computing that you can use to communicate with everyone at the same time and one of the most common platforms is ....
   a. email b. instant messaging
   c. Microsoft Teams d. none of them
3. .... is an open-source program used to modify images and make them look more attractive and professional.
   a. GIMP b. An operating system
   c. Adobe Photoshop d. Windows
4. To create a meeting via the Google Meet platform, click on ....
   a. Save b. Play c. New Meeting d. Join
5. As part of its strategy to adopt a green economy, Egypt launched its first locally manufactured ....
   a. helicopter b. electric car c. spacecraft d. submarine
6. Among the ethics that should be practiced by AI designers is ....
   a. to be inclusive b. Monopoly c. both a and b d. none of them
7. To create a dynamic webpage, ... programming language is used.
   a. HTML b. JavaScript c. computer d. English
8. .... is software that manages a computer's functions and runs its software and hardware.
   a. An operating system b. A control unit
   c. A programming language d. Windows
9. ESPs are sources of information which a student can potentially learn from, such as ....
   a. virtual museums b. publishing sites c. libraries d. all of the previous

10 .... is a program used to create presentations with the aim of sharing information with others.
a. Word b. PowerPoint c. Excel d. Paint

11 محافظة الإسكندرية - إدارة العجمي التعليمية 2024

1 Put (✓) or (✗):

1. Artificial intelligence depends on algorithms to learn problem solving. ( )
2. Google Meet is one of the most popular video conference platforms. ( )
3. ESPs include only the non-profit organizations that provide educational support. ( )
4. You can use AI tools to invade people's privacy. ( )
5. A market where people can purchase and sell stocks is called a supermarket. ( )

2 Choose the correct answer:

1. .... language allows the creation of dynamic webpages.
a. HTML b. JavaScript c. VB.net d. Python
2. Ms. Sonika's studies focus on the .... field.
a. programming b. engineering c. medicine d. accounting
3. .... manages the communication between the hardware and software.
a. An operating system b. CPU
c. Control Panel d. RAM
4. .... is an open-source photo editing software.
a. Paint b. Adobe Photoshop
c. GIMP d. Windows
5. .... is the most reliable creation tool for writing reports.
a. MS Word b. MS Excel
c. WhatsApp d. Paint

3 Complete with the suitable word from the brackets:

(Programming languages - database - cloud computing - flowchart - E-commerce)

1. Digital tools that include video chats and live TV shows are called ....
2. .... is the buying and selling of goods and services online.
3. .... are commands that are provided for writing computer programs.
4. A .... stores a large amount of information in a computer system.
5. A .... illustrates a series of steps and can be used for visualizing, planning, and presenting a project.

12 محافظة الإسكندرية - إدارة برج العرب التعليمية 2024

1 Put (✓) or (✗):

1. Artificial intelligence is a technology that can use human traits to solve problems, use logic, and make decisions to perform tasks. ( )
2. Online product reviews help consumers decide if they want to purchase a product. ( )
3. Static web content is content that can change based on a user's interactions with the app or website. ( )
4. GIMP is efficient, but it takes up a lot of space on a computer's hard drive. ( )
5. Programs can be removed and installed from a computer running Android using the Control Panel. ( )
6. When you write numbers, such as a date, Microsoft Excel automatically formats them. ( )
7. A presentation can be created containing images, videos, and animation. ( )
8. Speaking clearly and showing self-confidence are things to consider while giving presentations. ( )

2 Choose the correct answer:

1. .... is to take into account user privacy and security when designing artificial intelligence tools.
   a. Inclusivity b. Being beneficial c. Being protective d. Transparency
2. .... aren't real people, but AI computer programs designed to respond to questions online.
   a. Consumers b. Chatbots c. Bonds d. Hackers
3. Trying to open a file using another program is one of the solutions to the .... problem.
   a. accidental file deletion b. forgotten password
   c. corrupted file d. device won't charge
4. .... is an open-source program that allows you to use Photoshop-like tools for free and works on different operating systems.
   a. Paint b. Excel c. GIMP d. Word
5. The slide size can be changed in Microsoft PowerPoint by using the .... tab.
   a. File b. Design c. View d. Insert
6. To create a formula in Microsoft Excel, you must type .... first in the cell.
   a. (/) b. (+) c. (=) d. (*)
7. The flowchart can be created via the .... tab in Power Point.
   a. Home b. Insert c. Preview d. Design

13 محافظة الإسكندرية - إدارة المنتزه أول #2 التعليمية 2024

1 Put (✓) or (✗):

1. Language processing tools can provide information and even help you to formulate your writing. ( )
2. Search engines can be used to find information about anything. ( )
3. Companies can sell bonds to help raise money. ( )
4. The JavaScript language is used to create static web content. ( )
5. Graphic designers use expensive software, such as Adobe Photoshop. ( )
6. Smartphones use an operating system, such as macOS. ( )
7. You cannot use messaging services, such as WhatsApp, to communicate and share information. ( )

2 Choose the correct answer:

1. .... tools include video chats, live TV shows, and instant chat rooms.
   a. Search engines   b. Set features
   c. Cloud computing   d. Artificial intelligence
2. .... is/are set and remain(s) the same to every user who visits the website.
   a. Static web content   b. Dynamic web content
   c. a and b   d. Websites
3. .... combines two images to make them look one.
   a. Blending   b. Special effect   c. Retouching   d. Cropping
4. Passengers may schedule rides on the company's website and they can pay with ....
   a. digital tokens   b. educational programs
   c. electronic calls   d. cash
5. .... is used to write reports and share information.
   a. PowerPoint   b. Word   c. Excel   d. Access
6. A file can be saved using .... to keep its formatting.
   a. Word   b. PDF   c. PGP   d. Notepad
7. In order to change colors to make your flowchart more visually appealing, choose the .... list.
   a. SmartArt Design   b. View
   c. Picture   d. Table
8. Messages sent are ....; only the intended recipient will be able to see the message.
   a. encrypted   b. hidden   c. analyzed   d. opened

14 محافظة الجيزة - إدارة الهرم التعليمية 2024

1 Put (✓) or (✗):

1. AI uses human traits of problem-solving to perform tasks. ( )
2. Most laptops and computers have Android pre-loaded. ( )
3. Search engines can be used to print information. ( )
4. We use Microsoft Word for writing reports. ( )
5. Alexandria Library and EKB are two well-known educational service providers. ( )
6. Video chats are cloud computing tools. ( )
7. Every Excel formula must begin with the equal sign "=". ( )
8. JavaScript cannot be used to create dynamic web content. ( )

2 Choose the correct answer:

1. .... runs on Macintosh computers.
   a. Windows
   b. Android
   c. macOS
   d. Linux
2. There are many online shops, such as .... store.
   a. Amazon
   b. share
   c. information
   d. EKB
3. You can use messaging services, such as the .... application, to communicate ideas and share information.
   a. Excel
   b. WhatsApp
   c. PowerPoint
   d. Word
4. During your video conference, check your .... is on when you're speaking.
   a. microphone
   b. camera
   c. screen
   d. keyboard
5. .... is an example of a creation tool for presentations.
   a. Word
   b. Excel
   c. PowerPoint
   d. Access
6. .... is an open-source image manipulation program.
   a. GIMP
   b. HTML
   c. Java
   d. Python
7. To create a flowchart in PowerPoint, via the ...., click on SmartArt.
   a. Save As tab
   b. View tab
   c. Insert tab
   d. Design tab

15 محافظة الجيزة - إدارة جنوب التعليمية 2024

1 Put (✓) or (✗):

1. Participants in a Google Meet can join the meeting using a shared link or by entering the code provided. ( )
2. When entering dates into Excel, the program doesn't provide any automatic formatting options. ( )
3. SmartArt graphics can't be used for creating a flowchart in PowerPoint. ( )
4. macOS® is the common operating system used by tablets and smartphones. ( )
5. The Save As option in PowerPoint allows you to save your presentation as a PDF file to preserve its formatting. ( )
6. Spam filters for emails can open harmful emails from your inbox. ( )
7. To resolve a corrupted file issue, it's advised to check if the software version is updated. ( )

2 Choose the correct answer:

1. .... is/are not considered visuals in a PowerPoint presentation.
   a. Graphics b. Music c. Videos d. None of them
2. The recommended text size according to the 10-20-30 rule in a PowerPoint presentation is less than ....
   a. 10 point size b. 20 point size c. 30 point size d. 40 point size
3. .... is still the most reliable creation tool to use for writing reports to share information.
   a. Microsoft Word b. Microsoft PowerPoint c. Microsoft Excel d. Microsoft Access
4. A business owner receives a/an .... when the funder confirms a loan.
   a. email b. digital token c. bank account d. SMS
5. Students can use .... to study and do research.
   a. ISPs b. ESPs c. EDU d. Facebook
6. .... uses human traits, such as problem-solving, reasoning, and decision-making to perform tasks.
   a. AI b. VR c. AR d. OS
7. .... is/are a market where people can buy and sell shares.
   a. E-commerce b. Bonds c. Stock exchange d. A supermarket
8. .... is an open-source image manipulation program.
   a. Photoshop b. GIMP c. Paint d. Word

16 محافظة القليوبية 2024

1 Choose the correct answer:

1. Social media sites use AI to suggest .... to users.
   a. connections b. devices
   c. locations d. posts
2. Companies can sell .... to raise money.
   a. stocks b. bonds c. competitors d. markets
3. Educational Service Providers (ESPs) include .... organizations.
   a. profit b. non-profit
   c. all the previous d. none of them
4. To join a meeting, copy and paste the invite link into your browser, then click ....
   a. Start b. Join c. Connect d. Enter
5. HTML is commonly used for creating ....
   a. AI software b. webpages c. mobile apps d. OS
6. The "Retouching" feature in GIMP software involves ....
   a. enhancing photos b. writing codes
   c. editing videos d. drawing
7. .... is an app for storing money, and you can use it to pay bills.
   a. Credit card b. A social media app
   c. Mobile wallet d. Email
8. Apple Macintosh computers use the .... operating system.
   a. macOS b. iOS c. Android d. Windows
9. You can use the .... tools in MS Word to check reports for spelling and grammar mistakes.
   a. Editing b. Review c. Formatting d. View
10. To sort information alphabetically in Excel, go to the ....
    a. Cells b. Tool bar c. Slides d. Rows

2 Put (✓) or (✗):

1. Consumers are overwhelmed due to the limited options in online shops. ( )
2. You can include a summary of the meeting in your follow-up email. ( )
3. Adding a new wireless printer is done through the Control Panel in Windows. ( )
4. PowerPoint has tools to make material visually appealing. ( )
5. You don't need to practice your presentation in advance. ( )

17 محافظة القليوبية - إدارة القناطر الخيرية 2024

1 Choose the correct answer:

1. .... prevent(s) dangerous emails from reaching your inbox.
   a. Navigation apps b. Chat windows
   c. Email spam filters d. Firewall

2. .... are equal parts into which the ownership of a company is divided.
   a. Reviews b. Bonds
   c. Shares d. Coins

3. Educational Service Providers (ESP) may include ....
   a. online libraries b. educational publishing sites
   c. all the previous d. none of them

4. Once you are in the Meet, you should .... the microphone and camera.
   a. turn off b. approve c. ignore d. block

5. The "Recycle Bin" in your computer .... the deleted files.
   a. temporarily stores b. permanently removes
   c. permanently stores d. none of the previous

6. .... is an example of a paid photo editing software.
   a. GIMP b. Adobe Photoshop
   c. Spotify d. Paint

7. Aloi is a/an .... company that helps people use financial services.
   a. fintech b. transportation
   c. educational d. communication

8. Most laptops and computers are pre-loaded with the .... operating system.
   a. macOS b. Linux c. Windows d. Android

9. The .... tools in Microsoft Word allow you to insert images, hyperlinks, and footnotes.
   a. review b. editing c. formatting d. view

10. To add additional information columns to a database, ... the top of the column.
    a. right click b. left click c. double click d. all of them

2 Put (✓) or (✗):

1. Be formal when contacting educational service providers. ( )
2. Cloud computing tools can be used for real-time communication. ( )
3. In Windows, the system setting control is called Control Center. ( )
4. PowerPoint includes drawing and writing tools to create text. ( )
5. You cannot include a flowchart in a PowerPoint presentation. ( )

18 محافظة الدقهلية 2024

1 Put (✓) or (✗):

1. AI tool designers and users shouldn't be ethical. ( )
2. Set up strong, unique passwords for each account. ( )
3. GIMP is an expensive software program. ( )
4. Closed-source means that anyone can run Linux for any reason. ( )
5. Consumers use comparison websites to help them compare products. ( )

2 Choose the correct answer:

1. Being .... means that the user privacy and security must be considered when designing AI tools.
   a. protective b. accountable
   c. unbiased d. careful
2. .... allows the creation of static web content.
   a. JavaScript b. HTML
   c. GIMP d. Python
3. .... is software that manages a computer's functions.
   a. Cloud storage b. An operating system
   c. E-commerce d. An application
4. From popular video conferencing platforms, which of the following are included?
   a. Google Meet b. MS Teams
   c. Both a & b d. WhatsApp
5. You can use Microsoft .... to create databases.
   a. Excel b. PowerPoint
   c. Word d. Paint

3 Complete using the words between the brackets:

(Microsoft Windows - Save As PDF - cloud storage - flowchart - video chats)

1. A .... illustrates a series of steps.
2. You can use .... option to keep the file formatting.
3. Most laptops and computers have .... OS preloaded.
4. Regularly back up important files to an external hard drive or a .... service.
5. We can communicate with our friends through ....

19 محافظة الشرقية - إدارة شرق الزقازيق التعليمية 2024

1 Put (✓) or (✗):

1. The basic tools in Microsoft Teams and Google Meet are different. ( )
2. Passengers can't schedule rides online through the company's website. ( )
3. Digital voice assistants respond only to messages. ( )
4. You can insert a flowchart in PowerPoint via the Insert tab, then click on Chart. ( )
5. Photo editing software is used to make images look more professional. ( )
6. The recommended rule to follow in a PowerPoint presentation is 10-20-30. ( )
7. Consumers use comparison websites to help them compare products. ( )
8. The data in databases can be easily analyzed or changed to meet the needs of users. ( )
9. Programming languages are used to write computer programs. ( )
10. The formatting tools can bold and italicize words in MS Word. ( )

2 Choose the correct answer:

1. .... is a popular video conferencing platform.
   a. Google Meet b. Word c. Paint d. Email
2. The first Egyptian electric car uses a/an .... battery.
   a. lithium-ion b. lead-acid c. alkaline d. home
3. Social media sites use AI to suggest .... to users.
   a. connections b. devices c. locations d. words
4. PowerPoint is primarily used for creating ....
   a. presentations b. documents c. websites d. graphs
5. GIMP supports different file formats, such as ....
   a. SMS b. DOC c. PDF d. GEB
6. You can use the .... tool in PowerPoint to create text.
   a. Text Box b. Pictures c. Slide d. Excel
7. Companies can sell .... to help raise money.
   a. competitors b. reviews c. stocks d. bonds
8. To create a formula in Excel, type .... in the cell.
   a. = b. - c. × d. +
9. .... is/are sources of information used to learn from.
   a. ESPs b. SMS c. Emails d. Phones
10. Apple Macintosh computers use the .... operating system.
    a. macOS b. Android c. Linux d. iOS

20 محافظة دمياط 2024

1 Put (✓) or (✗):

1. Search engines can be used to find information about anything. ( )
2. GIMP is closed-source software. ( )
3. Microsoft Word is not the most reliable creation tool to use for writing reports. ( )
4. Email spam filters are used to prevent dangerous emails from reaching your inbox. ( )
5. Databases can't be used to collect information about people or places. ( )
6. You can contact ESPs to help you with research or other educational needs. ( )
7. In a PowerPoint presentation, you should use fonts smaller than 30 point size. ( )

2 Choose the correct answer:

1. Macintosh computers use .... operating system.
   a. Microsoft Windows b. macOS
   c. Linux d. Android
2. In Excel, to create a formula, you must type .... in the cell first.
   a. "=" b. "+"
   c. "#" d. "%"
3. To create a meeting in Google Meet, click on the .... option.
   a. New File b. New Meeting
   c. Settings d. Join
4. Use the .... tab to insert a picture in your document.
   a. Home b. View c. Insert d. Design
5. .... is a market where people can buy and sell shares, called stocks.
   a. E-commerce b. Stock exchange
   c. Microsoft Excel d. Mall
6. .... combines two images to make them look like one.
   a. Blending b. Special effect
   c. Retouching d. Cropping
7. JavaScript allows the creation of .... web content.
   a. static b. dynamic
   c. simple d. none of the previous answers
8. Make sure you can see the "Recycle Bin" or "Trash" feature on your computer; this is a solution in case of a/an ....
   a. forgotten password b. corrupted file
   c. accidental file deletion d. virus attack

21 محافظة البحر الأحمر - إدارة الغردقة التعليمية 2024

1 Choose the correct answer:

1. Artificial intelligence depends on .... in solving problems.
   a. algorithms b. robots c. transparency d. data
2. .... refers to the process of buying and selling goods and services over the internet.
   a. Stock market b. E-commerce c. Shop d. Communication
3. .... is considered one of the educational service providers.
   a. The Egyptian Knowledge Bank b. WhatsApp
   c. Facebook d. Zoom
4. Macintosh computers use the .... operating system.
   a. iOS b. macOS
   c. Windows d. Linux
5. .... is used to create reports.
   a. Paint b. Excel
   c. Word d. PowerPoint
6. When writing a formula in Excel, it must begin with a .... sign.
   a. + b. / c. = d. *
7. A presentation is printed in PowerPoint from the .... tab.
   a. File b. Insert c. Design d. View

2 Put (✓) or (✗):

1. It is difficult to communicate at the same time using digital cloud computing tools. ( )
2. GIMP can be used on different operating systems to change images. ( )
3. HTML is used to design dynamic webpages. ( )
4. Egypt issued a locally made electric car to support the green economy strategy. ( )
5. Text messages allow sending pictures, audio, and video clips to one individual only. ( )
6. PowerPoint provides options for adding animation to the sentences and words on the slides. ( )
7. Excel does not allow adding text to cells, while it only allows adding numbers. ( )
8. Sent messages can be encrypted so that only the recipient can read the message. ( )

22 محافظة الفيوم 2024

1 Put (✓) or (✗):

1. If you get an error message when trying to save a file, make sure you are not using the name of another file. ( )
2. A business owner receives a digital token when a funder confirms a lone. ( )
3. Failure to update the software used can lead to corrupted files. ( )
4. There are no special prices to worry about when messaging someone from across the world. ( )
5. You can use Microsoft PowerPoint to create presentations. ( )
6. During presentations, speak clearly, slowly, and confidently. ( )
7. Don't use AI tools to invade people's privacy. ( )

2 Choose the correct answer:

1. To create a flowchart, click on .... from the Insert tab.
   a. Database b. SmartArt c. WordArt d. none of them
2. To remove a computer program, open the Control Panel, then choose ....
   a. User Accounts b. Uninstall Program
   c. Ease of Access d. Page Border
3. You can choose between different designs in Microsoft Word through the .... tab.
   a. File b. View c. Layout d. View
4. If you need tools to help you choose a style for your presentation, including design and text placement, from the Design tab, choose ....
   a. Themes and Variants b. SmartArt
   c. Smart Text d. Text Box
5. To save the image in the GIMP program in jpg format, from the File menu, choose ....
   a. Save b. Export As c. New d. Open
6. Being .... means that AI tools should be used to help society, not to take advantage of it.
   a. transparent b. beneficial c. unbiased d. accountable
7. .... make(s) or lose(s) money depending on the company's performance.
   a. An individual b. Shares of a company
   c. Online reviews d. None of them
8. A business owner receives .... when the funder confirms a loan.
   a. digital tokens b. a transaction c. Aloi d. robotics

23 محافظة السويس 2024

1 Put (✓) or (✗):

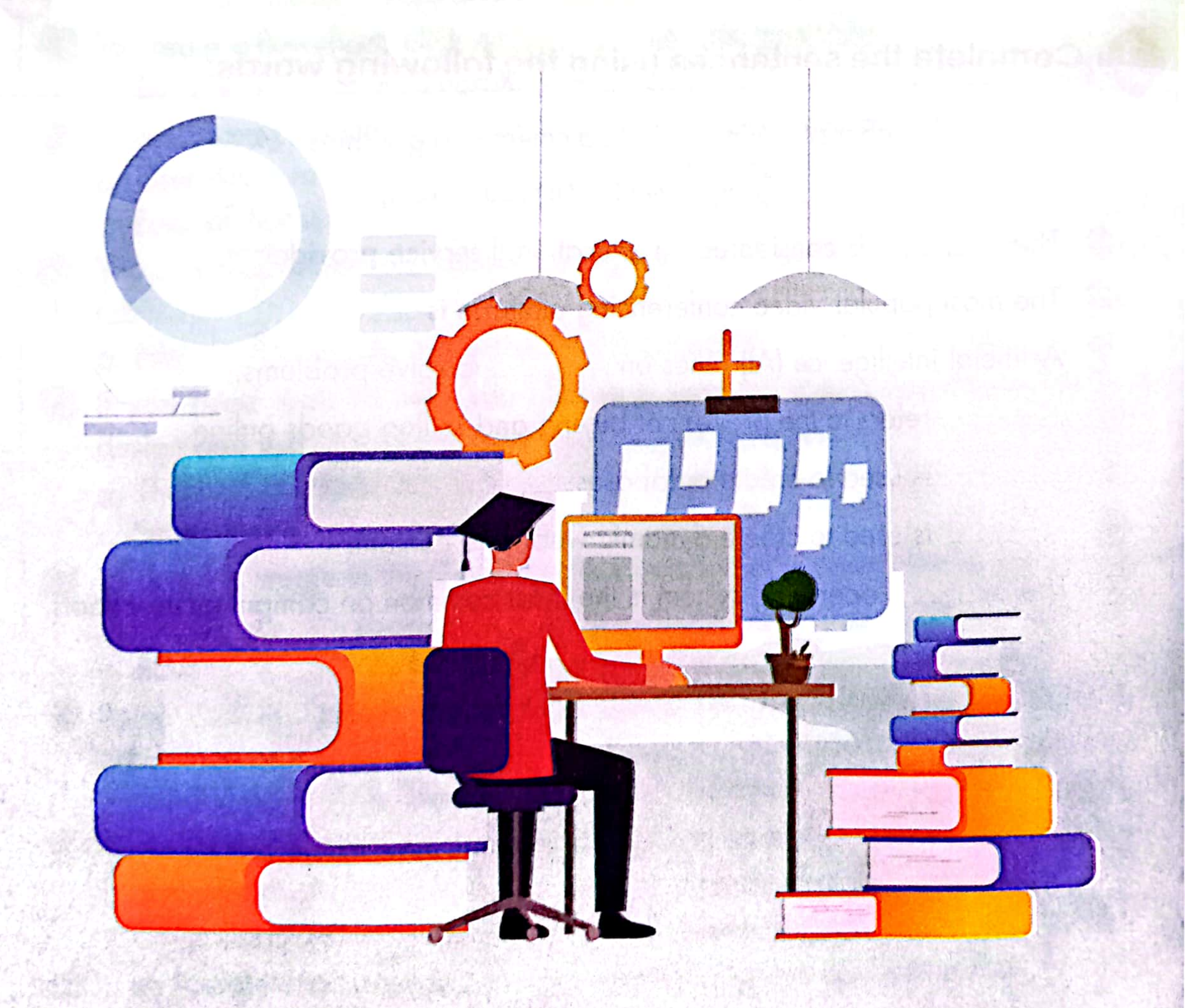
1. It's difficult to turn off the camera during a Google Meet meeting. ( )
2. MS Excel is considered one of the programs for creating presentations. ( )
3. Static webpages display content that cannot be modified by the user. ( )
4. Reports can be written using MS Word. ( )
5. An operating system is a program that manages computer functions. ( )
6. Chatbots are one of the tools of artificial intelligence (AI). ( )
7. GIMP is a closed-source program. ( )
8. One of the most famous educational services provider is the Library of Alexandria. ( )

2 Complete the sentences using the following words:

(JavaScript - Windows - E-commerce - algorithms - EKB - Google Meet - Microsoft Excel)

1. The .... is considered an educational service provider.
2. The most popular video conferencing platform is ....
3. Artificial intelligence (AI) relies on .... to solve problems.
4. .... refers to the process of buying and selling goods online.
5. .... is used to create databases.
6. .... is used to create dynamic webpage content.
7. The .... operating system is the most common on computers in schools.

Model Answers



Theme 3

Lesson 1

1
1 b 2 d 3 c 4 a 5 b
6 a 7 d 8 b 9 c 10 a
11 d 12 c

2
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✗ 9 ✓ 10 ✓
11 ✗

3
1 d 2 a 3 e 4 b 5 c

Lesson 2

1
1 b 2 d 3 a 4 b 5 a
6 c 7 c 8 d 9 a 10 a
11 a 12 c 13 b 14 a 15 b
16 a

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✓ 9 ✗ 10 ✓
11 ✗ 12 ✓ 13 ✓ 14 ✗ 15 ✓
16 ✓ 17 ✓

Play with Pony

1 d 2 c 3 a
4 f 5 b 6 e

Test Yourself on Lessons 1&2

1
1 d 2 a 3 b 4 d 5 d
6 a 7 d

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗
6 ✓ 7 ✓ 8 ✗

Lesson 3

1
1 a 2 b 3 b 4 c 5 a
6 c 7 d 8 d 9 c 10 c
11 a 12 c 13 b 14 b

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✓ 9 ✗ 10 ✓
11 ✗ 12 ✓ 13 ✗ 14 ✓

3
1 fake
2 comparison websites
3 E-commerce 4 Search engines
5 quality

Play with Pony

1 ✗ 2 ✓ 3 ✓
4 ✓ 5 ✗ 6 ✓

Lesson 4

1
1 b 2 c 3 c 4 d 5 a
6 b 7 a 8 d 9 b 10 a
11 b 12 c

2
1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✓ 8 ✗ 9 ✓ 10 ✓
11 ✓ 12 ✓

3
1 c 2 d 3 b 4 e 5 a

Play with Pony

– Play on your own.

Test Yourself on Lessons 3&4

1
1 b 2 b 3 b 4 c 5 a
6 d 7 c

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✗

Lesson 5

1
1 d 2 b 3 c 4 b 5 b
6 a 7 b 8 b 9 d 10 a
11 a 12 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗
6 ✗ 7 ✗ 8 ✗ 9 ✗ 10 ✗
11 ✗ 12 ✓

3
1 Google Meet
2 New Meeting 3 turn on
4 video chats 5 cloud computing

Play with Pony

– Play on your own.

Lesson 6

1
1 a 2 c 3 a 4 c 5 b
6 d 7 b 8 a 9 a 10 c
11 b 12 b 13 a 14 b 15 c

2
1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✗
6 ✓ 7 ✗ 8 ✓ 9 ✗ 10 ✓
11 ✗ 12 ✓ 13 ✗ 14 ✓ 15 ✓
16 ✓ 17 ✓ 18 ✓

3
1 JavaScript 2 Static
3 Password Manager
4 cloud storage 5 Dynamic

Play with Pony

1 b 2 e 3 d
4 a 5 c

Test Yourself on Lessons 5&6

1
1 b 2 c 3 c 4 c 5 c
6 b 7 b

2
1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✗

Lesson 7

1
1 c 2 c 3 d 4 b 5 a
6 b 7 a 8 c 9 a 10 c
11 b 12 c

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗
6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✓
11 ✓ 12 ✗ 13 ✓

3
1 Adobe Photoshop 2 Blending
3 Retouching 4 GIMP
5 JPEG

Play with Pony

– Play on your own.

Play with Pony

– Play with your colleagues.

Model Exam 1

1
1 a 2 a 3 d 4 a 5 b

2
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗

3
1 Be beneficial
2 Retouching
3 Password Manager 4 quality
5 Scratch

Model Exam 2

1. 1 a 2 c 3 d 4 b 5 b
2. 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓
3. 1 e 2 d 3 a 4 c 5 b

Model Exam 3

1. 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✓
2. 1 b 2 a 3 a 4 a 5 d 6 b 7 a 8 c

Model Exam 4

1. 1 d 2 a 3 a 4 a 5 c
2. 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗
3. 1 Subject line 2 cloud 3 Blending 4 EKB 5 E-commerce

Model Exam 5

1. 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓
2. 1 d 2 d 3 a 4 c 5 c
3. 1 c 2 d 3 e 4 a 5 b

Theme 4

Lesson 1

1. 1 d 2 a 3 c 4 a 5 c 6 d 7 b 8 b 9 b 10 b 11 a 12 b 13 d 14 b 15 b
2. 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✗ 6 ✗ 7 ✓ 8 ✗ 9 ✗ 10 ✗ 11 ✗ 12 ✓ 13 ✗ 14 ✓
3. 1 improve the environment 2 Mobile wallet 3 Electric 4 digital 5 green economy

Play with Pony

- Aloi

Lesson 2

1. 1 b 2 d 3 c 4 b 5 a 6 d 7 c 8 b 9 b 10 d 11 a 12 d 13 b 14 a
2. 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓ 9 ✓ 10 ✗ 11 ✓ 12 ✓ 13 ✓ 14 ✗ 15 ✗ 16 ✓ 17 ✓ 18 ✗ 19 ✗
3. 1 d 2 e 3 a 4 c 5 b

Play with Pony

- Play on your own.

Test Yourself on Lessons 1&2

1. 1 c 2 a 3 b 4 b 5 b 6 a 7 c

❷ 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗
6 ✗ 7 ✗ 8 ✗

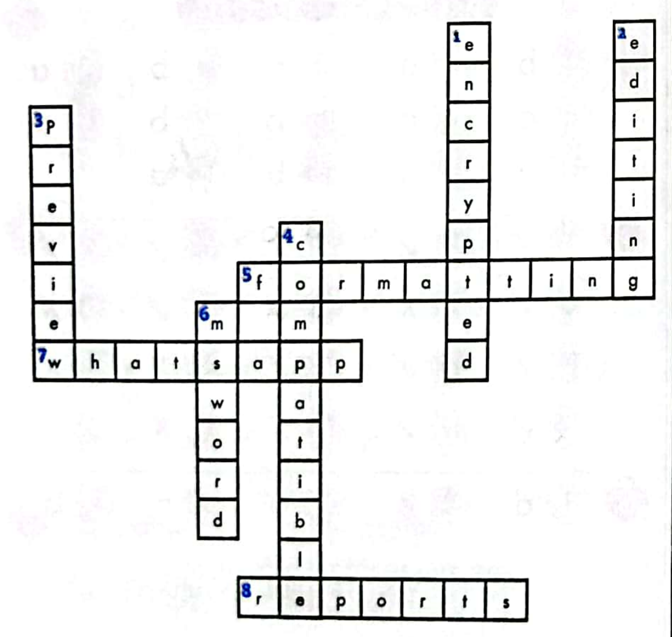
Lesson 3

❶ 1 b 2 d 3 c 4 d 5 c
6 a 7 c 8 d 9 a 10 a
11 b 12 d

❷ 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✗ 9 ✓ 10 ✓
11 ✗ 12 ✗ 13 ✓ 14 ✓ 15 ✓
16 ✓ 17 ✓ 18 ✗ 19 ✓

❸ 1 MS Word 2 WhatsApp
3 encrypted 4 formatting tools
5 editing tools

Play with Pony



Lesson 4

❶ 1 c 2 b 3 c 4 b 5 d
6 b 7 c 8 a 9 c 10 d
11 a 12 c 13 c 14 b 15 c

❷ 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓
6 ✓ 7 ✗ 8 ✓ 9 ✓ 10 ✗
11 ✗ 12 ✗ 13 ✗ 14 ✓ 15 ✓
16 ✓ 17 ✓ 18 ✓

❸ 1 PowerPoint 2 10
3 Save As PDF 4 20
5 customize

Play with Pony

a	n	i	m	a	t	i	o	n	l	n	n
d	p	w	w	c	w	x	j	p	g	i	k
a	u	r	e	v	i	e	w	m	y	y	s
j	r	h	g	b	d	e	s	l	g	n	k
d	f	o	n	t	s	f	z	t	v	j	a
r	b	e	d	u	r	a	t	l	o	n	u
c	s	i	n	s	e	r	t	w	n	t	n
p	o	w	e	r	p	o	i	n	t	v	x

Test Yourself on Lessons 3&4

❶ 1 a 2 c 3 c 4 d 5 c
6 c 7 a

❷ 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✗

Lesson 5

❶ 1 b 2 c 3 c 4 c 5 a
6 c 7 c 8 b 9 a 10 b
11 c 12 a 13 d

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✓ 9 ✓ 10 ✓
11 ✗ 12 ✓ 13 ✗ 14 ✗

3
1 Databases 2 Excel
3 Sort 4 "="
5 Insert Column

Play with Pony

- Play on your own.

Lesson 6

1
1 b 2 d 3 b 4 d 5 b
6 c 7 a 8 b 9 a 10 a
11 d 12 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✓ 7 ✗ 8 ✓ 9 ✗ 10 ✓
11 ✓ 12 ✗ 13 ✓

3
1 b 2 e 3 c 4 a 5 d

Play with Pony

- Play on your own.

Test Yourself on Lessons 5&6

1
1 d 2 b 3 d 4 b 5 d
6 c 7 a

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓
6 ✗ 7 ✓ 8 ✓

Play with Pony

- Play with your colleagues.

Model Exam 1

1
1 d 2 d 3 b 4 b 5 b

2
1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓

3
1 encrypted 2 Excel
3 flowchart 4 green economy
5 operating system

Model Exam 2

1
1 b 2 b 3 b 4 b 5 a

2
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗

3
1 d 2 e 3 a 4 c 5 b

Model Exam 3

1
1 b 2 a 3 a 4 d 5 b
6 c 7 b 8 c

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✗

Model Exam 4

1
1 b 2 c 3 a 4 c 5 a

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3
1 communication
2 flowchart 3 20
4 editing tools 5 Sort

Model Exam 5

1
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✗

2
1 a 2 b 3 d 4 c 5 a

3
1 c 2 d 3 e 4 a 5 b

Final Exams Answers

1 محافظة القاهرة- إدارة عين شمس التعليمية - 2024

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✗

2 1 a 2 a 3 c 4 b 5 b 6 a 7 c 8 b

2 محافظة القاهرة- إدارة المعادي التعليمية - 2024

1 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✗

2 1 a 2 b 3 b 4 c 5 d 6 a 7 a

3 محافظة القاهرة- إدارة بدر التعليمية - 2024

1 1 b 2 b 3 a 4 a 5 c 6 c 7 a 8 b 9 b 10 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

4 محافظة القاهرة- إدارة الشروق التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

2 1 a 2 b 3 c 4 b 5 d 6 b 7 c 8 a 9 b 10 a

5 محافظة القاهرة- إدارة الزيتون التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗

2 1 b 2 c 3 b 4 d 5 c 6 d 7 b 8 b

6 محافظة القاهرة- إدارة المستقبل التعليمية - 2024

1 1 a 2 c 3 b 4 b 5 a 6 b 7 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✓ 8 ✓

7 محافظة الإسكندرية- إدارة وسط التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✗ 7 ✓

2 1 d 2 b 3 c 4 a 5 d 6 b 7 b 8 c

8 محافظة الإسكندرية- إدارة شرق التعليمية - 2024

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✓ 8 ✓

2 1 a 2 d 3 b 4 c 5 a 6 c 7 d

9 محافظة الإسكندرية-إدارة المنتزه أول #التعليمية - 2024

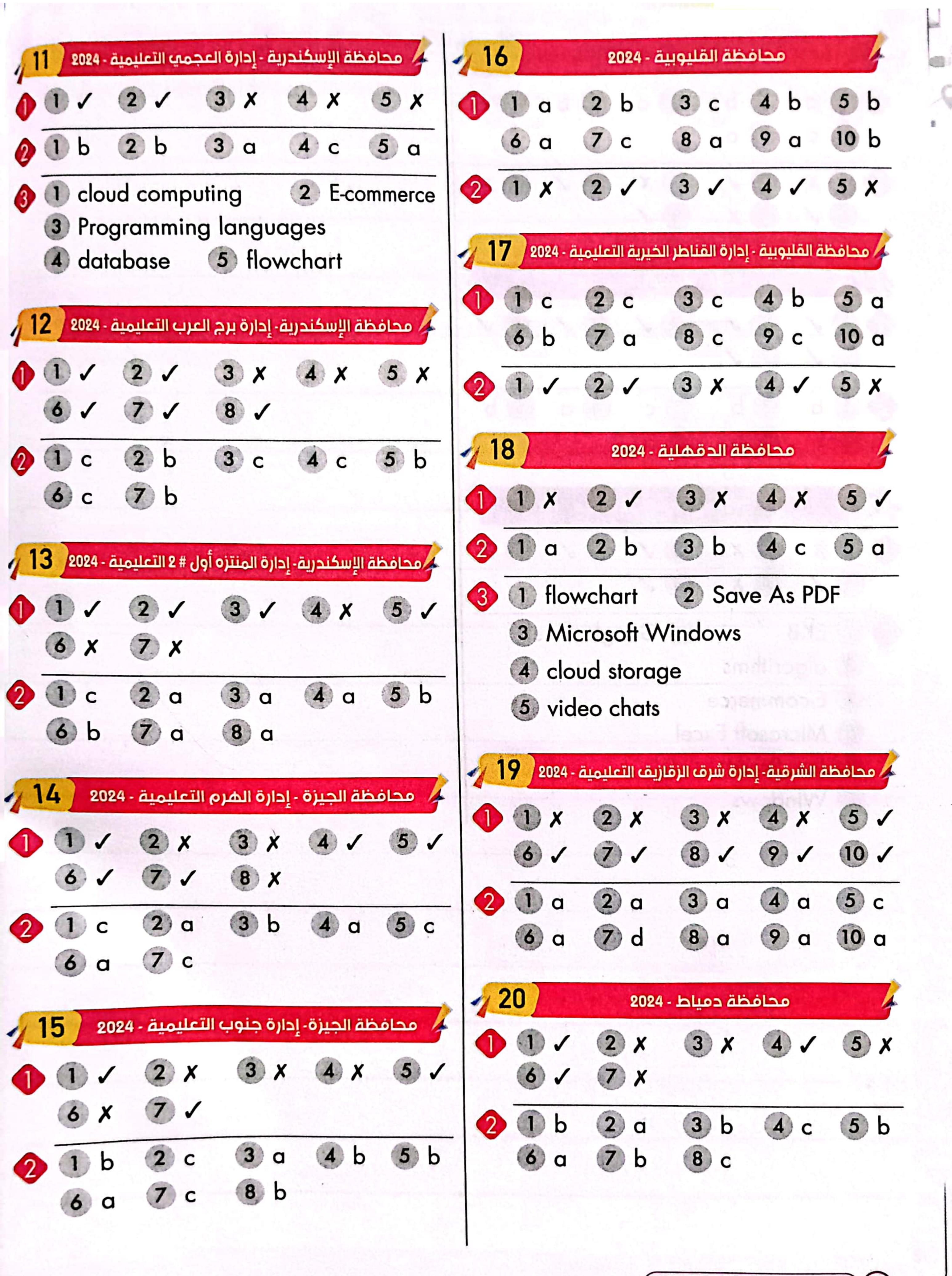
1 1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✗

2 1 b 2 a 3 a 4 c 5 b 6 b 7 a 8 b

10 محافظة الإسكندرية - إدارة المنتزه ثان التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✗

2 1 b 2 c 3 a 4 c 5 b 6 a 7 b 8 a 9 d 10 b



11 محافظة الإسكندرية - إدارة العجمي التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗

2 1 b 2 b 3 a 4 c 5 a

3 1 cloud computing 2 E-commerce
3 Programming languages
4 database 5 flowchart

12 محافظة الإسكندرية - إدارة برج العرب التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗ 6 ✓ 7 ✓ 8 ✓

2 1 c 2 b 3 c 4 c 5 b 6 c 7 b

13 محافظة الإسكندرية - إدارة المنتزه أول # 2 التعليمية - 2024

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✗

2 1 c 2 a 3 a 4 a 5 b 6 b 7 a 8 a

14 محافظة الجيزة - إدارة الهرم التعليمية - 2024

1 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✗

2 1 c 2 a 3 b 4 a 5 c 6 a 7 c

15 محافظة الجيزة - إدارة جنوب التعليمية - 2024

1 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✗ 7 ✓

2 1 b 2 c 3 a 4 b 5 b 6 a 7 c 8 b

16 محافظة القليوبية - 2024

1 1 a 2 b 3 c 4 b 5 b 6 a 7 c 8 a 9 a 10 b

2 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗

17 محافظة القليوبية - إدارة القناطر الخيرية التعليمية - 2024

1 1 c 2 c 3 c 4 b 5 a 6 b 7 a 8 c 9 c 10 a

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

18 محافظة الدقهلية - 2024

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

2 1 a 2 b 3 b 4 c 5 a

3 1 flowchart 2 Save As PDF
3 Microsoft Windows
4 cloud storage
5 video chats

19 محافظة الشرقية - إدارة شرق الزقازيق التعليمية - 2024

1 1 ✗ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✓ 8 ✓ 9 ✓ 10 ✓

2 1 a 2 a 3 a 4 a 5 c 6 a 7 d 8 a 9 a 10 a

20 محافظة دمياط - 2024

1 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗

2 1 b 2 a 3 b 4 c 5 b 6 a 7 b 8 c

21 محافظة البحر الأحمر - إدارة الغردقة - 2024

1
1 a 2 b 3 a 4 b 5 c
6 c 7 a

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✓

22 محافظة الفيوم - 2024

1
1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓
6 ✓ 7 ✓

2
1 b 2 b 3 c 4 a 5 b
6 b 7 b 8 a

23 محافظة السويس - 2024

1
1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓
6 ✓ 7 ✗ 8 ✓

2
1 EKB 2 Google Meet
3 algorithms
4 E-commerce
5 Microsoft Excel
6 JavaScript
7 Windows

PONY

سلسلة كتب الأستاذ

ICT

6 PRIMARY

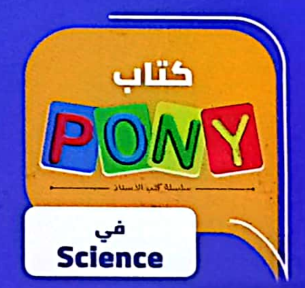
SCEOND TERM

تابع كل جديد على صفحة
سلسلة كتب الأستاذ

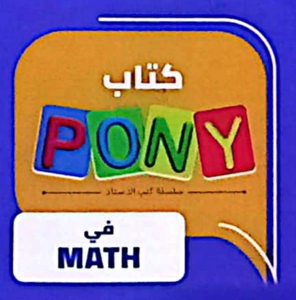


125 LE

احرص على اقتناء









إدارة المبيعات
01002221267
01029900009



للتواصل: 01001822242

تصدر هذه السلسلة تحت إشراف






SIR. AHMED HAMDY
ICT TEACHER
احجز الآن
مجموعات اونلاين
لشرح منهج التكنولوجيا ict
للمدارس العربي والتجريبي
GRADE
4.5.6 AND 7



الاستاذ
أحمد حمدي هاشم
ICT TEACHER
يُعلن عن فتح باب الحجز للعام الدراسي 2025
لشرح منهج مادة التكنولوجيا ICT
للمرحلة الابتدائية G4,G5,G6
والصف الاول الاعدادي G7
للمدارس العربي والتجريبي واللغات
احجز الآن
لمزيد من المعلومات تواصل على
01004767201